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PD-33858

PD Information

PD Number	00CY354	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Rhodie I Bruce Bruce
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	14	FPL	GS-14
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	No	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 6 - High Risk (6)	Keywords	Cybersecurity code=000
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Cheryl Cato	Classified On	12/18/2017
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

NCC designation: The position is non-sensitive, High Risk, Tier 4 requiring form SF-85P – 12/17/2017 - CC

This position description is designated with a Cybersecurity Data Element Code 000, based on requirements in the November 2, 2016, version of the NICE Cybersecurity Workforce Framework – 12/18/2017 - cc

INDUSTRIAL HYGIENIST, GS-0690-14 PD# 00CY354

INTRODUCTION:

This position is located in the Facility Risk Management Division (FRMD), Office of Facilities Management (OFM), Public Buildings Service (PBS), General Services Administration (GSA).

The incumbent serves as a principal industrial hygienist and has primary responsibilities for the nationwide hygiene and environmental management program, the individual also carries responsibility for planning, directing, coordinating, evaluating and administering industrial hygiene programs of consultative, technical, and evaluative services for the General Services Administration (GSA).

Serves as primary GSA technical representative from the headquarters perspective of industrial hygiene programs and provides authoritative advice, guidance and assistance in the development of plans and programs to achieve and maintain compliance with agency regulations and standards, Executive orders and statutes as they affect the safety and occupational health of Federal employees, Government contractors and the public.

Major Duties

The incumbent analyzes and reviews data and evaluates major, important industrial hygiene programs and environmental activities of GSA and its contractors and provides evaluation reports to agency heads with recommendations for changes or modifications. Develops and applies state-of-the-art methods, techniques, and abatements to control or eliminate unsafe acts or conditions that arise from daily activities and/or the introduction of new equipment or procedures.

Provides high level of technical assistance, authoritative advice and consultation to GSA, its contractors, employee unions and other federal agencies and develops, interprets and ensures proper application of industrial hygiene, environmental, and safety and occupational health standards and regulations as they apply to the Federal workplace, employees and contractors.

Performs high level duties and responsibilities to include but not limited to: ensures the maintenance of proper, acceptable Indoor air and environmental quality; evaluates and monitors lead-based paint and lead dust hazards; ensures asbestos control and management; sets workplace limits on exposures to physical, chemical and biological agents; ensures the maintenance of safe drinking water; monitors and facilitates actions to detect and perform remediation of workplace safety and health hazards involving noise, radiation, fall hazards, electrical work, equipment guarding, elevated platforms, motorized vehicles, welding, ergonomic work conditions, pathogen or disease outbreaks, blood-borne pathogen control, emergencies and disasters. Coordinates and maintains cumulative agency program information, such as facility inventories, mandatory testing and safety deficiencies. The incumbent is also called upon to survey, evaluate and provide analysis of related occupational safety and health activities. During these periods that incumbent functions as a subject matter expert and provides authoritative advice and guidance on behalf of GSA and perspective organizations.

Represents GSA by participating and leading efforts in national conferences organized by such groups as the American Industrial Hygiene Association, National Safety Council, and the Institute of Hazardous Materials Managers, Homeland Security and other stakeholders and partners to ensure the development and adoption of occupational safety and industrial hygiene standards for the GSA and it's partners and stakeholders.

Consults with GSA, other agency safety experts and public safety professionals

including industrial hygienists, environmental engineers, fire protection engineers, and occupational health physicians and nurses in the resolution of difficult environmental hazards and the development of safety guidance and procedures.

Reviews and/or prepares highly technical reports and/or papers on important and complex matters which influence not only the immediate group, but have broader impact on the organization, as well. Prepares and processes technical reports/papers on important and highly complex safety and occupational health matters which influence current and future programs in the regions.

Continuously creates high level agency program policy and guidance, monitoring nationwide program performance, providing program training, providing technical program consultation to all of PBS and customer agencies and making technical recommendations to GSA leadership.

Participate on GSA, Inter and intra-agency teams in the performance of special projects and initiatives. Leads and participates on teams with regional industrial hygiene, safety & health staff and makes recommendations, policy clarifications, provides Central Office support and performs other related activities and initiatives as needed. Assist regional staff during periods of staff shortages and/or other similar instances.

Factor 1 - Knowledge Required by the Position Factor Level 1-8, 1550 pts

Mastery knowledge of industrial hygiene, environmental, and safety laws and regulations enabling employee to serve as technical authority by providing advice and direction in a broad range of industrial hygiene matters.

Mastery knowledge of policies, standards, operational directives and methodologies, and objectives sufficient to plan, develop, and implement nationwide programs requiring the provision of guidance, direction and technical assistance to the GSA, its contractors and other agencies.

Skill in evaluating industrial hygiene, safety, environmental and occupational health programs for Federal employees and contractors engaged in diverse industrial operations that include high-hazard, high risk occupations having significant potential for injury and death and which expose employees to hazardous physical agents, chemicals and processes.

Skill in serving as a COR in order to facilitate information and provide input for statement of work.

Expert level knowledge and skill required to serve as expert witness in contested cases and to provide expert interpretations of published occupational health standards.

Mastery of advanced concepts, theories, principles and practices of the occupational safety program to provide expert technical advice to regional individuals as well as individuals of other agencies.

Expert knowledge required in applying current advances and experienced judgment in solving novel and obscure problems that are not readily treatable by conventional methods. Knowledge of developments in new and changing industries and industrial processes involving high-hazard risks to workers (i.e.,

asbestos, lead, benzene, noise, radio frequency radiation) to advise, counsel and assist Federal managers in modifying their programs, methodologies, standards or regulations, criteria and policies to assure maximum protection to workers.

Expert knowledge of Federal agency organizations, chain of command, policies, and standards regarding program objectives to ensure effectiveness of guidance and surveillance provided.

Expert knowledge and skill sufficient to represent the GSA at national conferences, intra-agency meetings, national industry organizations, interagency, special interest groups, unions and committees on matters concerning national policies, problems and issues.

Mastery knowledge of the techniques and procedures applied by industrial hygienists, fire prevention engineers and environmental engineers in industrial, construction and building environments sufficient to act for or coordinate hazard control efforts with specialists from these occupations.

Skill in establishing and maintaining effective working relationships in order to facilitate high level technical issues and initiatives.

Skill in oral communication and written communication in order to communicate technical information for various GSA partners and stakeholders.

Factor 2, Supervisory Controls Factor Level 2-5, 650 pts

The incumbent works under administrative direction only. The incumbent, having developed expertise in the occupational area, is responsible for independently setting program priorities and ensuring fulfillment of courses of action to achieve goals, resolving conflicts that may arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. Completed work is considered technically authoritative and accepted without significant change. The supervisor is advised of controversial issues or other matters having significant program implications. Technical supervision and review, when it occurs, is usually limited to discussions of controversial issues, problems involving interpretation of, or departure from, policy or problems that may change the scope of the assignment.

Factor 3, Guidelines Factor Level, 3-5, 650 pts

The incumbent works under broad policy guidance, agency regulations, and general standards. In the absence of published Federal Government and/or GSA industrial hygiene, safety and occupational health, and environmental standards, the incumbent develops guidelines and regulations for possible nationwide application. Guidelines are often inadequate, requiring the incumbent to adapt or modify established practices or to research new developments in the field.

Incumbent is considered a subject matter expert and must keep abreast of new developments in occupational health and safety in order to disseminate pertinent information to agency personnel. Broad judgment and considerable ingenuity is required to interpret technical information and prepare criteria not previously established in the field. As the technical authority in the industrial hygiene area, the incumbent is responsible for exercising originality in anticipating major problems, recognizing future needs, and developing entirely new or vastly improved methods, techniques and instructions to guide operating professionals and technical personnel within the region.

Factor 4, Complexity Factor Level 4-5, 325 pts

Assignments require performing a broad range of industrial hygiene management duties involving program development and administration, probing, innovative analysis of the program effectiveness, and the recommendation of new, industrial hygiene and environmental procedures to eliminate or control high risk, non-conventional, hazards in construction and building operation activities. As a recognized authority, incumbent provides solutions to highly hazardous operational problems to division managers and field office personnel. The work involves various duties that require many different and unrelated processes and methods applied to a broad range of activities, usually involving obscure problems and require the individual to be versatile and innovative in adapting, modifying, and making compromises with standard guidelines, precedents and techniques. The individual is required to provide authoritative advice and direction on a wide range of industrial hygiene issues.

Factor 5, Scope and Effect Factor Level, 5-5, 325 pts

The purpose of the work is to provide expert technical advice in the industrial hygiene, environmental, and occupational health areas and develop and administer an industrial hygiene, environmental, and occupational health program, and establish guidelines and criteria to control or eliminate serious hazards in GSA buildings and property. They are designed to afford maximum protection to workers from known or potential industrial hygiene, environmental, safety and occupational health hazards. These will involve critical issues due to life threatening aspects of the hazards standards and guidelines are often inapplicable or absent that require the development of suitable methods and approaches and the resolution of economic, technological or policy problems that serve as deterrents to satisfactory elimination or abatement of hazards. The incumbent provides technical expertise to GSA managers and directors in the resolution of extremely complex, broad industrial hygiene environmental, and safety problems.

Factor 6, Personal Contacts Factor Level 6-3, 60 pts

Personal contacts are with the highest level of GSA management at the national, regional, field office and worker levels, GSA project managers and engineers. Outside contacts are with high-ranking officials from other Federal agencies, private architects or engineers, union officials, officials of State, county, and city governments, executives of comparable private sector organizations/businesses, and other safety professionals.

Factor 7. Purpose of Contacts Factor Level 7-4, 220 pts

Contacts involve substantial efforts to render expert advice and direction on complex industrial hygiene issues, provide guidance to subordinate agency offices, to gain compliance with published health standards, give lectures, resolve technical disagreements, and to conduct investigations involving serious health hazards. Contacts will also involve correcting violations, abatement schedules concerning industrial hygiene, safety, environmental, and occupational health matters that often involve controversial or unprecedented issues. These duties will also include representing and supporting agency policies/positions; persuading, convincing and encouraging voluntary compliance with all GSA policies. Contacts are also to elicit cooperation and support by professional,

labor, contract and private groups/associations to enhance success of agency programs/policies, and to provide technical guidance and advice to various groups in implementing and improving their industrial hygiene, safety and occupational health programs/policies and activities.

Factor 8. Physical Demands Factor Level 8-2, 20 pts

Work is generally sedentary with occasional walking and standing. During onsite visits require regular and recurring exposure to operating machinery and equipment, hazardous materials, high noise levels, dust, fumes and toxic or hazardous chemicals. Protective clothing and equipment may be necessary.

Factor 9. Work Environment Factor Level 9-2, 20 pts

The work environment may require the incumbent to be exposed to hazards and discomforts, including a wide range of toxic chemicals, physical stresses, and safety hazards. The employee must use a variety of protective equipment and clothing, such as respirators, ear plugs, gloves, coveralls, hard hats, etc. This is often the case with the subject position.

Total Points – 3,760 = GS-14

Conversion: 3605-4050 = GS-14

Title, Series and Grade-Industrial Hygienist

Standard Used – OPM, Position Classification Standard for Industrial Hygiene Series, GS-0690 dtd 10/80

FLSA DETERMINATION: HRM has determined this meets the Learned Professional exemption criteria of the Fair Labor Standards Act (FLSA).

Additional Description

Created By Rhodie I Bruce Bruce, 12/18/2017 9:29 AM

Last Modified By Cheryl Cato, 7/10/2018 11:22 AM

PD History

7/10/2018 11:22 AM

User	Cheryl Cato
Connection	
Action	Changed Description.

12/18/2017 9:29 AM

User	Rhodie I Bruce Bruce
Connection	
Action	Created.



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PD-04994

PD Information

PD Number	99P0325	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 09	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	12	FPL	GS-12
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 1 - Low Risk (1)	Keywords	Cyber Security Statement: 000, 000, 000
Legacy - Classified By	Robert Diamond	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	11/30/1988
Vacancy Announcement Number		Job Analysis Attachment	<input checked="" type="checkbox"/>

Description

Description This position is designated with Cybersecurity Data Element Codes 000,000,000 based on requirements in the National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework, 11/2/16.

1-Non-Sensitive, Public Trust, 1, "Low Risk", Tier 1, NACI, SF-85

Industrial Hygienist, GS-0690-12

PD# 99P0325

Classified by Robert Diamond dated 11/30/88

Pen and ink changes in blue made on 01/16/09 - ML

This Industrial Hygienist position is in the Safety and Environmental Branch, [Facilities Management and Services Programs](#) ~~Real Property Management and Safety~~ Division, Public Buildings Service, General Services Administration Region 9. Work is generally performed at the regional office, with some visits to field offices and GSA-controlled buildings and sites. Work will be performed in several major program areas.

MAJOR DUTIES

DUTIES

Serves as a GSA Region 9 technical authority in industrial hygiene, providing expertise and advise to agency regional management officials and industrial hygienists, as well as to managers of federal agencies located in GSA-controlled space, and regulatory agencies at the federal, state and local levels dealing with GSA. Advice concerns occupational health hazards associated with a wide variety of situations, (including large-scale, complex and hazardous construction and renovation operations. Serves as leader in investigating occupational health incidents of known and unknown cause.

A. Provides expert advice and direction on industrial hygiene matters, including:

- (1) Workplace health surveys, including selection of sampling equipment and of analytical tests to be performed on samples taken.
- (2) Use of toxic and hazardous substances, with special attention to asbestos and polychlorinated biphenyls.
- (3) Control measures for dealing with hazardous exposures.
- (4) Application of Federal occupational health standards to employee hazards.
- (5) Evaluation of unusual hazards resulting from complex work processes or from combinations of hazardous materials.

B. Provides technical assistance to regional office and contract industrial hygienists in such matters as:

- (1) Regional office needs regarding equipment, equipment calibration, supplies and similar requirements. This applies to both equipment on hand and that used by contract industrial hygienists.
- (2) Sampling techniques, such as those for asbestos by transmission electron microscopy, phase contrast microscopy, and polarized light microscopy.
- (3) Interpretations of health standards and recommendations by such agencies as OSHA, EPA and NIOSH.
- (4) Insuring sufficiency of data for response to regulatory agency citations, directives to GSA offices, and other communications.
- (5) Technical information, such as articles describing manufacturers' products, professional journals and newspaper items.
- (6) When occupational issues arise for which guidelines have not been published, applying standard good safety, health and industrial hygiene principles and practices to unique situations to ensure that affected persons can be adequately protected.

C. As requested, represents GSA as a member of professional committees and boards, gives speeches or lectures to GSA and/or tenant agency managers and/or staff, and appears on panels dealing with occupational health matters and the application of federal health standards.

D. Advises GSA regional and field personnel on required personal protective equipment and safe work practices to be followed when working with hazardous materials, including those causing cancer, birth defects, and other health effects.

E. Reviews proposed new standards and revisions of standards to assist Central Office in standards development, revision of the Safety and Environmental and other Handbooks, and preparation of guidance documents.

F. Advises regional counsel on validity of regional actions in regard to occupational health events, policies and regulations.

G. Participates in special field surveys, such as:

(1) By request from Central Office, to obtain exposure data on a specific compound in specific industries for the purpose of ascertaining what occupational exposures exist and for determining possible safe operational limits for GSA employee and tenant agency employee exposure to the compound.

(2) By request from the Safety and Environmental Branch Chief, to lead highly sensitive industrial hygiene inspections of GSA-controlled facilities implemented through GSA staff or contract industrial hygienists.

H. Provides training to GSA industrial hygienists, environmental engineers, safety and health specialists, other employees, and to managers and staff of other federal agencies.

I. Develops technical specifications for contracting of expert consultant services, and specifications for task orders for the use of such services. Reviews technical qualification submittals of offerors for expert consultation contracts. Reviews expert consultant contractor performance, including performing technical review of contractor reports, and disseminates the results of the work of such contractors to appropriate GSA staff.

KNOWLEDGE REQUIRED BY THE POSITION FL 1-7 1250 pts

A. Professional knowledge of industrial hygiene concepts, principles, and practices that enables the employee to serve as a technical authority by providing expert advice and direction in a broad range of industrial hygiene matters, including the conduct of the most sensitive inspections.

B. Knowledge required in applying current advances and experienced judgment in solving novel or obscure problems which are not readily treatable by conventional methods.

C. Knowledge required to provide expert interpretations of published occupational health standards.

D. Knowledge required to evaluate contract industrial hygiene laboratories to ensure that staff, equipment and procedures are adequate to meet the requirements of GSA regional industrial hygiene laboratory contracts and meet legal requirements.

E. Knowledge and skill required to provide expert information in presentations to regulatory and other agencies.

SUPERVISORY CONTROLS FL 2-4 450 pts

Working under general administrative direction from the Chief, Safety and Environmental Branch, the employee has independent responsibility for actions and decisions within the broad area of assignment. Results of work and advice rendered are considered technically authoritative and are normally reviewed only for administrative considerations.

GUIDELINES FL 3-4 450 pts

Guidelines include such documents as:

A. GSA Central Office and Regional Office Handbooks and Orders.

B. OSHA and EPA regulations (and state plans under those regulations) and NIOSH recommendations.

C. State and municipal building codes.

D. GSA policies, practices and objectives.

E. Technical publications of professional associations and nationally recognized commercial organizations and associations.

These guidelines are often inadequate, requiring the employee to adapt or modify established practices or to research new developments in the field. The employee must keep abreast of new developments in occupational health and safety in order to disseminate pertinent information to GSA industrial hygienists, occupational safety and health specialists, and other staff within the region.

COMPLEXITY FL 4-4 225 pts

A. The employee is responsible for providing expert advice and direction on a broad range of industrial hygiene activities and must treat problems for which available methodology is inadequate. For example, the employee may be called on to advise on the evaluation of unique health hazards resulting from concentrations of short asbestos fibers, complex combinations of off-gassed and permeated indoor air quality contaminants, and other combinations of liquids, vapors, dusts and physical agents.

B. The employee is required to give advice and assistance with regard to experimental operations where protection of workers from hazards must be considered in the developmental needs of new processes being used in GSA-controlled space, such as in construction projects involving hazardous materials.

C. The employee is responsible for gathering and disseminating new information, including both regulatory and technical types, for use by industrial hygienists, occupational health and safety specialists, and other GSA staff in the region.

SCOPE AND EFFECT FL 5-4 225 pts

The primary purpose of the work is to provide expert advice and technical services in industrial hygiene matters to GSA occupational health and safety specialists, GSA regional and field office managers and staff, to tenant agency managers and staffs, including employee groups. As a result, the work affects the GSA regional industrial hygiene inspection program on a continuing basis as well as the occupational health programs of tenant agencies.

PERSONAL CONTACTS FL 6-3 60 pts

Personal contacts are with a wide variety of occupational health and safety professionals, as well as with managers and employees of GSA, tenant agencies and private sector firms.

A. Contacts within GSA include those with line managers, engineers, architects, building managers, real estate specialists, contract specialists, attorneys, industrial hygienists, fire protection engineers, among others at all regional levels and at appropriate levels at Central Office.

B. Contacts with other public agencies include those with representatives of regulatory agencies at the federal, state and local levels, tenant agency representatives at a wide range of levels, and other interested parties.

C. Contacts with the private sector include those with technical consultants, laboratory directors and staff, lessors, construction contractors, maintenance contractors and other contract personnel.

PURPOSE OF CONTACTS FL 7-3 120 pts

Contacts are to render expert advice and direction on complex industrial hygiene issues arising within the region, to provide guidance to field offices and other regional staff, to gain compliance with GSA orders and other published health standards, to give lectures on occupational health and the application of federal health standards, to discuss technical issues, to resolve technical disagreements, and to conduct investigations involving serious health hazards. In addition, the employee provides expert

information in presentations to regulatory and other agencies.

PHYSICAL DEMANDS FL 8-2 20 pts

Inspections require extended periods of walking, standing, climbing, bending and stooping, as well as carrying a considerable amount of equipment. The work requires recurring inspections of buildings, construction sites and other work sites. Respirators, impermeable clothing, safety glasses, hard hat, and/or safety shoes may be required in some situations.

WORK ENVIRONMENT FL 9-2 20 pts

A. Most of the work is performed in an office setting.

B. Site inspections involve exposure to many hazards and discomfort, such as toxic chemicals, high noise levels, and excessive heat. In such cases, the employee is required to use respirators, impermeable clothing, safety glasses, hard hat, and/or safety shoes.

Total points-2820 GS-12 point range (2755-3150)

Title, Series and Grade Industrial Hygienist-GS-690-12

Standford Used-Position Classification Standard for Industrial Hygiene Series, GS-0690 dtd 10/80

FLSA DETERMINATION: The NCC has determined this meets the Learned Professional exemption criteria of the Fair Labor Standards Act (FLSA).

Additional Description

Created By SNA SBGopinadam, 9/11/2012 10:43 AM

Last Modified By Cheryl Cato, 7/10/2018 11:15 AM

PD History

7/10/2018 11:15 AM

User	Cheryl Cato
Connection	
Action	Changed Description.

7/9/2018 2:26 PM

User	Cheryl Cato
Connection	
Action	Changed Description.

7/9/2018 2:16 PM

User	Cheryl Cato
Connection	
Action	Changed Description.

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PD-06177

PD Information

PD Number	220U345	Master	<input type="checkbox"/>
Position Title	Industrial Hygenist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 02	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N003
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 1 - Low Risk (1)	Keywords	Cybersecurity Data Element Code 000, 000, 000
Legacy - Classified By	Mark W. Whitesell	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	9/20/2004
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center – 09/11/15)

***This PD was originally classified by Catherine Moy on 09-20-04. However, the name of the classifier was changed based on a requirement to migrate PD to Salesforce platform.**

Risk determination completed by the NCC on 04-04-12; Tier 1, NACI, SF85. Industrial Hygenist

GS-0690-13 220U345

**CLASSIFIER: CATHERINE MOY
20, 2004**

DATE CLASSIFIED: September

Last Edit: May 16, 2008 Classifier: Barbara Hemmingway

NATURE and CONTROLS.

Serves as a Regional Industrial Hygienist in the Safety and Environmental Management Branch, Speciality Services Division, with responsibility for the planning, management, and direction of the industrial hygienist program for all GSA owned, operated and leased facilities and workplaces within the Region by:

- (1) providing expert technical advice for industrial hygiene controls in new buildings or repair and alteration projects in existing facilities such as office buildings, warehouses, parking facilities, historic buildings and court and custom facilities;
- (2) performing industrial hygiene studies and comparative risk analyses, recommending solutions of problems in designated structures or operations to be included in the current Property Management, Lease Acquisition and Construction programs;
- (3) professional review, code review, phasing review, operational review, constructability review, compliance review, technical evaluation, assessment and recommendation through the comparative analysis of exposure and risk documents, including: (a) the resolution of complex design and/or construction health problems, and (b) providing the appropriate industrial hygiene direction to agency officials, client agencies, and contract A/E firms, or appropriate construction and service contractors;
- (4) establishing the industrial hygiene procedures, coordinating the preparation of complete industrial hygiene programs, and coordinating the preparation of complete safety and health contract documents, and
- (5) coordinating industrial hygiene programs through the preparation, review and approval of budgetary, conceptual, intermediate and final implementation.

MAJOR DUTIES.

(Customer Service)

Serves as a regional focal point and provides management, regional officials, other program or project managers within the agency, other Government agencies, contract service firms, and contract A/E firms with highly technical and regulatory judgment concerning industrial hygiene and exposure risk management where the situations encountered are frequently without precedent.

Responds to requests from organizational elements of the agency and other agencies for technical industrial hygiene information.

(Professional Expertise)

Maintains expertise of current technical and regulatory developments in industrial hygiene and related disciplines by reviewing technical publications, attending technical conferences or professional society meetings, and discussions with industry representatives in which discussions are of national significance or are of outstanding importance to the Agency. Evaluates new technology and recommends adoption of those that would improve efficiency and risk management. Evaluates the impact of proposed and changed regulations.

Conducts periodic industrial hygiene seminars for project managers, specialists in other disciplines as appropriate, and management to promote awareness of the industrial hygienist program and introduce them to new materials and designs, procedures, and/or new and innovative processes and techniques.

(Stewardship of Government Resources)

Supports the management of repair, alteration and construction projects and service programs, and makes recommendations to project managers, program managers and contracting officers concerning contract content and modifications. Attends meetings with A/E firms and service contractors to establish project

schedules, agency procedures and policies, technical criteria for subsequent inclusion in A/E and /or service contracts. Prepares criteria for A/E design documents.

Prepares criteria for service contracts and works closely with other GSA components to solicit, evaluate and award to offerors. Serves as Contracting Officer's Representative (COR) on several major industrial hygiene contracts. In coordination with the Branch Chief issues micro-purchase service contracts.

Prepares cost estimates for industrial hygiene procedures and protocols based on an expert knowledge of Safety and Environmental Management requirements, designs, construction, and construction administration.

(Project and Program Execution)

Identifies requirements (i.e. program criteria, scope of work, extent and scope of procedures, order of preparation) for new or revised guide specifications to be developed by architect/engineer firms, industrial hygiene firms or in-house personnel.

Performs project management, design reviews, surveys and inspections, consultations and responses to incidents and emergencies. Responsible for the quality control of the industrial hygiene elements of Safety and Environmental Management programs.

(Branch Support and Teamwork)

Serves as a regional liaison between the region and national office to provide resolution of complex industrial hygiene issues. Markets Branch services regionally and nationally.

Performs other duties as required.

Knowledge Required by the Position FL 1-8 1550 pts

Expert knowledge of a wide range of laws, regulations, policies, principles and practices affecting the Agency.

Expert knowledge of industrial hygiene, occupational health and safety standards, NIOSH guidance, asbestos management and abatement, environmental regulations, indoor air quality guidelines and other laws and standards related to Federal Building design and construction or Federal Building operation and management to provide sound and authoritative technical guidance.

Knowledge of and skill in communication and public relations techniques sufficient to effectively represent the regional office at conferences, meetings and consultations with State agencies, employer/employee groups and special interest groups concerning program objectives and issues.

In-depth knowledge of the various technical and operating concepts related to the construction and building operations, Safety and Environmental Management, and industrial hygiene procedures and protocols in Federal buildings.

Familiarity with the various fields to ensure that areas of overlapping responsibilities between professional disciplines receive proper coordination and

consideration in order to accomplish all project or program objectives.

Knowledge of the Standard Operating Practices of the Safety and Environmental Management Program and PBS including knowledge of the budget process and activities (B/A 54, 55, 61, 80) related to safety and environmental management initiatives. Knowledge of prospectus requirements, approval and planning process.

Knowledge of contracting procedures and methods, including the development of statements of work, cost estimating and offeror evaluations. Familiarity with common GSA contract types including fixed price and indefinite delivery - indefinite quantity contracts. Knowledge of Contracting Officers' Representative responsibilities.

Supervisory Controls FL 2-5 650 pts

Supervision is essentially administrative in nature with assignments made in the form of a designated result for which the scope, target completion date, and available funds may or may not be define. Each assignment is unique and the incumbent is given broad discretion in carrying out the duties of the position. The incumbent is expected to plan and carry out the work independently and resolve problems as they occur. Work is reviewed only to insure that the specific objectives of the Safety and Environmental Branch and the overall objectives of the Speciality Services Division are being met.

The incumbent, acting under his own initiative, keeps the Branch Chief informed of work progress, potentially controversial matters and issues with far-reaching implications to the operation of the Agency. Otherwise, the employee's actions, decisions, and commitments are considered authoritative and are accepted without change.

Guidelines FL 3-4 450 pts

Guidelines include agency policies and regulations, architectural and engineering practices, building codes/standards, agency design criteria and precedents for similar situations, OSHA regulations and NIOSH guidance. The incumbent must use judgment and ingenuity to interpret broadly stated policies and to reconcile conflicting policies in terms of the overall objectives of the industrial hygiene and safety program.

Complexity FL 4-3 150 pts

The incumbent is a regional industrial hygiene specialist on all matters related to industrial hygiene and hazard exposure risk management in design, construction, alteration or repair of buildings and daily operation of buildings across GSA. The facility inventory is very large and diverse ranging from original equipment in historic buildings to modern, state of the art equipment. Industrial hygiene protocols are inconsistently maintained across the region by a number of employees and maintenance contractors. This diversity in both construction and operational practices requires the incumbent to make determinations on a case-by-case basis to recommend the proper course of action needed to ensure proper industrial hygiene methods and hazard risk reduction.

Scope and Effect FL 5-4 225 pts

The purpose of the work is to provide program and technical advice, guidance and assistance to region-wide safety and occupational health programs. The

incumbent's performance ensures that GSA's clients are afforded maximum protection. The incumbent ensures that new industrial hygiene initiatives meet the latest in technology and that construction projects and operational programs are accomplished in a cost effective and reasonable manner. The incumbent ensures that employee hazards exposures are minimized and the deterioration of the industrial hygiene program is avoided. Incumbent designates employees for inclusion in the medical surveillance program.

Personal Contacts FL 6-4 110 pts

Contacts are with high ranking federal agency officials, the federal Environmental Protection Agency, federal judges, client agency personnel, representatives of A/E and construction firms, service firms, state and local officials.

Purpose of Contacts FL 7-3 120 pts

The incumbent will actively participate in meetings and make presentations on issues relative to industrial hygiene programs and practices. The incumbent must present the industrial hygiene program objectives and fund restrictions, discuss alternatives and reach acceptable solutions through persuasion or compromise. Contacts will also be made to resolve design and construction problems or operational problems, gather factual data, give and receive information, coordinate work efforts, furnish technical advise, review construction progress or service provision and resolve disagreements.

Physical Demands FL 8-3 50 pts

The work frequently requires physical exertion during building and construction inspections such as long periods of standing, walking over uneven surfaces, climbing ladders, bending and stooping. Occasionally, heavy items such as hatch doors and access panels must be lifted for inspection purposes. Agility is required to gain access to roofs, basements, equipment rooms and high exterior areas of buildings. Incumbent is subject to a medical surveillance program.

Work Environment FL 9-1 5 pts

Most work is performed in an office setting. Frequent travel for short duration is required. Work at a building site may involve moderate risks or discomfort due to high levels of noise and vibrations, dust and grease, and operating machinery.

Special safety precautions are required at construction sites and the incumbent may be required to use protective devices such as goggles, gloves, respirators, safety shoes, hard hats or other personal protective equipment.

Total points-3310 GS-13 point range (3155-3600)

Title, Series and Grade-Industrikal Hygienist GDS-690-13

Standard Applied-PCS for Industrial Hygiene Series GS0690 dtd 10/80

Edits made to PD on May 16, 2008, are organizational adjustments, e.g., position is located in the Speciality Services Division within PBS; previously listed as Business Operations Branch. The term: "Team Leader" was deleted. The changes/updates made on 5/16/08 to this position description do not affect the integrity of the classification as it pertains to the series and/or grade. Classifier: Barbara Hemmingway

FLSA DETERMINATION: HRM has determined this meets the Learned Professional exemption criteria of the Fair Labor Standards Act (FLSA).

Additional Description**Created By** SNA SBGopinadam, 9/11/2012 10:44 AM**Last Modified By** Cheryl Cato, 2/5/2019 1:38 PM**PD History****2/5/2019 1:38 PM**

User	Cheryl Cato
Connection	
Action	Changed Position Title from Industrial Hygienist to Industrial Hygenist.

7/10/2018 11:21 AM

User	Cheryl Cato
Connection	
Action	Changed Description.

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PD-34165

PD Information

PD Number	550Y339	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 05	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Manuela Martinez
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	No	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Codes: 000, 000, 000
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Manuela Martinez	Classified On	4/11/2018
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description **PD Number: 550Y339**

Functional Code: 94, Technical assistance and consulting.

This position description is designated with a [Cybersecurity Data Element Code 000, 000, 000](#)- Does NOT involve work functions in information technology (IT), cybersecurity, or cyber-related areas- based on requirements in the November 2, 2016, version of the NICE Cybersecurity Workforce Framework. (National Classification Center April 11, 2018).

Risk Level: Non-sensitive, Moderate Risk, T2 and T2S, requiring Investigation Form SF-85P, per NCC determination on February 13, 2018.

Industrial Hygienist GS-0690-13

This position is located in the General Services Administration (GSA), Public Buildings Service (PBS), Great Lakes Region, Facilities Management and Services Programs Division (FMSP), Energy and Sustainability Branch. The employee serves as an expert Industrial Hygienist with responsibility for planning, directing, and managing the industrial hygiene (IH) program for all GSA owned, operated and leased buildings within the Region: As such, the incumbent: (1) provides expert technical advice for industrial hygiene controls in new buildings or repair and alteration projects in existing facilities such as office buildings, warehouses, parking facilities, historic buildings and court and custom facilities; (2) performs industrial hygiene studies

and comparative risk analyses, recommending solutions of problems in designated structures or operations to be included in the current Property Management, Lease Acquisition and Construction programs; (3) conducts professional review, code review, phasing review, operational review, constructability review, compliance review, technical evaluation, assessment and recommendation through the comparative analysis of exposure and risk documents, including: (a) the resolution of complex design and/or construction health problems, and (b) providing the appropriate industrial hygiene direction to GSA officials, client agencies, and contract A/E firms, or appropriate construction and service contractors; (4) establishes industrial hygiene procedures, coordinates the preparation of complete industrial hygiene programs, reviews safety and health contract documents for acceptability, and (5) coordinates industrial hygiene programs through the preparation, review and approval of budgetary, conceptual, intermediate and final implementation. The purpose of this position is serving as an expert in IH, managing the regional IH program, conducting complex surveys, and developing regional plans and activities designed to eliminate, control, and minimize chemical, physical, and biological stresses in the workplace.

MAJOR DUTIES

Provides Expert Advice and Authoritative Guidance; Serves as National Liaison; Performs Regional Health Surveys; Investigates Occupational Health Incidents: 40%

Provides expert advice and authoritative guidance to management, regional officials, other program or projects managers, other government agencies, contract service firms, and contract A/E firms concerning a plethora of complex industrial hygiene and exposure risk management issues where the situations encountered are frequently without precedent.

Serves as the expert regional liaison between A/E's and national office to provide resolution of complex industrial hygiene issues.

Performs regional workplace health surveys, including selection of sampling equipment and the analytical tests to be performed on samples collected and maintenance and control of the use of toxic and hazardous substances, with special attention to asbestos and lead.

Develops regional procedures to control or eliminate occupational health hazards, such as change in work procedures, ventilation systems, material substitution, or use of other chemicals when hazardous exposures are discovered. Develops a variety of guidance documents on a variety of IH issues.

Work performed encompasses occupational health hazards associated with a variety of situations, including large-scale, complex and hazardous construction and renovation operations. As part of this responsibility, coordinates and directs other branches and contractor personnel in investigating highly complex occupational health incidents of known and unknown causes. When required, conducts preliminary walk-through surveys accompanied by other safety and supervisory personnel to identify potential hazards requiring detailed evaluation. Using standard chemical and physical sampling techniques and procedures, accumulates the information and material required for laboratory analysis and evaluation. Also performs investigations and resolves occupant complaints related to indoor air quality concerns.

Keeps current with the latest developments in industrial hygiene and related disciplines by reviewing technical publications, attending technical conferences or professional society meetings, and discussions with industry representatives in which discussions are of national significance or are of outstanding importance to the Agency. Evaluates new technology and recommends adoption of those that would improve efficiency and risk management.

Manages IH Program; Responds to Technical Questions; and Conducts Seminars: 30%

Manages regional IH Program and identifies requirements (i.e. program criteria, scope of work, extent and scope of procedures, order of preparation) for new or revised guide specifications to be developed by architect/engineer firms, industrial hygiene firms or in-house personnel.

Answers a plethora of highly complex technical questions and makes informed decisions via phone, email, RFI's, or various other forms. Each of these issues is different and requires a unique approach to resolve the concerns. These cases range from exposure events, emergency releases and leaks, drinking water complaints, indoor firing range design and malfunctions, asbestos and lead based paint project work, indoor air quality (IAQ) concerns, and various other topics that require both technical knowledge and in-depth understanding of the facilities and tenants.

Responds to requests from GSA/PBS and other agencies for technical industrial hygiene information.

Coordinates Work Efforts with Others; Attends Meetings; Conducts Training & Seminars, and Prepares Cost Estimates: 30%

Reviews and approves design and construction projects that involve hazardous materials removal or IH

related issues such as all asbestos, lead-based paint, PCBs, and mold projects conducted in the region, ensuring compliance to strict regulatory standards.

Coordinates and assists in administering construction projects and service programs, and makes recommendations to project managers, program managers and contracting officers concerning contract modifications.

Attends meetings with A/E firms and service contractors to establish project schedules, agency procedures and policies, technical criteria for subsequent inclusion in A/E and /or service contracts. Prepares criteria for A/E design documents. Prepares criteria for service contracts.

Develops and presents education training to other employees and Federal agencies on technical issues such as mold, asbestos, indoor air quality (IAQ), lead, hazardous materials storage, etc.

Conducts periodic industrial hygiene seminars for project managers, specialists in other disciplines as appropriate, and management to promote awareness of the industrial hygienist program and introduce them to new materials and designs, procedures, and/or new and innovative processes and techniques.

Prepares cost estimates for industrial hygiene procedures and protocols based on an expert knowledge of Industrial Hygiene requirements, designs, construction, and construction administration.

Prepares and/or reviews budget concept estimates (without drawings and specifications) based on an expert knowledge of Industrial Hygiene conditions, building construction and construction administration of projects or operational programs.

Prepares or coordinates the development of intermediate and final estimates from construction documents or service contract documents. These involve complex construction industrial hygiene issues and may affect major policy decisions concerning the award of contracts, redesign to meet cost limitations, requests for additional funds, and reconsideration of projects involving several construction contracts or modifications to service contracts.

Performs other related duties as required.

Factor 1, Knowledges Required by the Position FL 1-8 1550 points

Expert professional knowledge of industrial hygiene regulations, procedures, and protocols in Federal buildings, enabling employee to serve as a regional technical expert, providing authoritative technical advice and direction involving a myriad of industrial hygiene matters and complex surveys.

Expert skill in applying advanced technology to solve unusual or highly complex problems which are not readily treatable by conventional methods, including the ability to provide authoritative interpretations of published occupational health standards.

Expert knowledge of policies, standards, operational directives and methodologies, and objectives sufficient to plan, develop, and manage the regional IH program requiring the provision of guidance, direction and expert technical assistance to the regional PBS organizations, contractors and tenant agencies.

Mastery of the concepts, principles, and practices of industrial hygiene sufficient to:

- research technical publications;
- conduct the most difficult types of industrial hygiene studies;
- serve as a recognized regional expert;
- develop regional program objectives;
- develop new sampling or control methods;
- provide expert advice to PBS and contractor personnel in a broad range of industrial hygiene matters;
- evaluate and apply new methods and equipment to the practice of industrial hygiene particularly in dealing with problems not readily treatable by standard methods; and/or
- develop technical bulletins, instructions, regulations, training materials for guidance of agency personnel.

Expert knowledge of applicable industrial hygiene standards, guidance documents and other technical resources.

Expert knowledge required to recommend effective control measures to reduce or eliminate hazardous working conditions, including ventilation, shielding, material substitution, change in work procedures, isolation, education, personal protective devices and the management of waste materials.

Expert skill in preparing and presenting a variety of training involving specific and highly technical aspects of industrial hygiene.

Expert knowledge required to evaluate contract industrial hygiene consultants and laboratories to ensure that staff, equipment and procedures are adequate and meet GSA standards and all regional performance

requirements.

Expert skill in investigating health problems which arise among employees, determining probable cause, and recommending measures to protect the workers' health; expert skill in using sampling instrumentation, data analysis and evaluation of material safety data sheets, and proficiency in technical report writing.

Skill in articulating ideas, concepts, and procedures in a clear and concise manner to effectively represent the regional office at conferences, meetings and consultations with State agencies and special interest groups concerning IH program objectives and issues.

Skill in writing and using correct English grammar, punctuation, and spelling; communicates information such as facts, ideas, or messages in a clear, succinct, and organized manner; produces written information such as reports, which may include technical material, that is appropriate for the intended audience.

Factor 2, Supervisory Controls **FL 2-4** **450 points.**

The supervisor outlines overall objectives and available resources. In consultation, the employee and supervisor discuss the scope of the assignment, approaches, timeframes, and possible execution phases. The employee plans and carries out the assignment; resolves most of the conflicts independently; coordinates the work with others as necessary; interprets policy and regulatory requirements in terms of established objectives; keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters; develops changes to plans and/or methodology; and provides recommendations for improvements in order to meet IH program objectives. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

Factor 3, Guidelines **FL 3-4** **450 points.**

The guidelines include GSA/PBS policies and regulations, architectural and engineering practices, building codes/standards, agency design criteria and precedents for similar situations, OSHA regulations and NIOSH guidance. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity requiring considerable interpretation and/or adaptation for application to issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; research trends and patterns; develop new methods and criteria; or propose new regional and/or national policies and practices.

Factor 4, Complexity **FL 4-5** **325 points.**

The incumbent serves as a regional expert on all matters related to industrial hygiene and hazard exposure risk management in design, construction, alteration or repair of buildings and daily operation of buildings within the regional inventory. The facility inventory is large and diverse ranging from original equipment in historic buildings to modern, state-of-the-art equipment. Specifically, the regional inventory includes 134 owned properties, 860 leased properties, including 60 historic, 23 laboratory spaces, 11 Land Ports of Entry, and 10 child care centers. This diversity in both construction and operational practices requires the incumbent to make determinations on a case by case basis to recommend the proper course of action needed to ensure proper industrial hygiene methods and hazard risk reduction. The work consists of a variety of duties requiring the application of many different, unrelated processes and methods to a broad range of activities and/or the in-depth analysis of highly complex IH issues. The employee makes decisions that involve major uncertainties with regard to the most effective approach or methodology to apply, which typically result from: the abstract nature of the concepts, administrative requirements; rapid or continuing changes in program or work requirements; or technological developments. On a regular basis, the incumbent analyzes and resolves novel and obscure problems, which include complicating factors and requirements. The incumbent develops new standards, methods, and techniques or extends existing methodology; evaluates the impact of technological developments; and/or anticipates future trends and requirements.

Factor 5, Scope and Effect **FL 5-4** **225 points.**

The work involves providing expert advice and technical direction to activities concerned with the identification, evaluation, and control of environmental hazards found in the regional inventory from exposure to chemical, physical, ergonomic, and biological hazards. The work results affect the regional IH program and the health and well-being of employees and visitors to federal or leased space throughout regional inventory. Significantly, such work ensures that GSA's client agencies are afforded maximum protection; new industrial hygiene initiatives meet the latest in technology; and construction projects and operational programs are accomplished in a cost effective and reasonable manner. Additionally, the decisions made impact regional construction projects, the operation of a facility, or regional policy. Due to the serious nature of the types of issues encountered such decisions could result in the temporary shutdown of facilities or relocation of tenants due to employee and tenant exposure issues. On a day-to-day basis, such important decisions are related to design requirements for implementation of engineering controls, personal

protective equipment (PPE), clean-up activities, and sampling procedures that ensure that the risk of employee exposure is reduced within the region.

Factors 6 & 7, Personal Contacts & Purpose of Contacts

FL 3c

180 points.

In a moderately unstructured setting, personal contacts are with officials within GSA and other federal agencies, representatives of A/E and construction firms, service firms, state and local officials.

The incumbent actively participates in meetings and makes presentations on issues relative to industrial hygiene programs and practices. The incumbent presents the industrial hygiene program objectives and funding restrictions, discusses alternatives and reaches acceptable solutions through persuasion or compromise. Contacts are also made to resolve design and construction problems or operational problems, gather factual data, give and receive information, coordinate work efforts, furnish expert technical advice, review construction progress or service provision and resolve disagreements. Contacts may be resistant to recommendations due to competing objectives, resource problems, or organizational conflict.

Factor 8, Physical Demand

FL 8-1

5 points.

The work primarily is sedentary. Some work may require periods of walking, standing, and bending. Employees frequently carry light items such as books, instruments, and other similar materials. Occasional business travel is required.

Factor 9, Work Environment

FL 9-1

5 points.

The work is usually performed in an office setting. Typically, the work area involves everyday risks or discomforts requiring normal safety precautions typical of offices or meeting and training rooms; or may involve occasional exposure to conditions in facilities requiring safety precautions.

Total Points: 3190

GS-13 Point Range: 3155-3600

Conversion: GS-13

CLASSIFICATION EVALUATION STATEMENT

References: OPM Job Family Position Classification Standard for Professional Work in the Medical and Healthcare Group, 0600, dated September 2017.

Series and Title Determination: The employee serves as a regional expert, Industrial Hygienist, whose primary work includes providing expert advice as well as planning, directing, and managing the industrial hygiene (IH) program for all GSA owned, operated and leased buildings within the Great Lakes Region.

Because the primary purpose of this position is to serve as an expert in IH, managing the regional IH program, conducting complex surveys, and developing regional plans and activities designed to eliminate, control, and minimize chemical, physical, and biological stresses in the workplace, it is allocated to the 0690 series.

This series covers positions managing, supervising, leading, and/or performing professional work involving environmental conditions which adversely affect the health and safety of people in the workplace. Such work includes eliminating or controlling occupational and environmental health hazards. Industrial hygiene is a broad field of occupational health and safety, which is concerned with the anticipation, recognition, evaluation, prevention, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health and well-being, or significant discomfort among workers or among citizens of the community.

Industrial hygienists deal with a variety of health and safety challenges such as, but not limited to:

- indoor air quality (sick building syndrome, off-gassing of construction materials);
- evaluating and controlling environmental lead exposure;
- emergency response planning and community right-to-know;
- occupational disease mesothelioma, asbestosis, silicosis);
- potentially hazardous agents such as asbestos, pesticides, and radon gas;
- cumulative trauma disorders (repetitive stress injuries, carpal tunnel syndrome);
- radiation (electromagnetic fields, microwaves);
- reproductive health hazards in the workplace;
- setting limits on exposure to chemical and physical agents;
- detection and control of potential occupational hazards such as noise, radiation, and illumination; and
- hazardous waste management.

Additionally, the OPM Job Family Position Classification Standard for Professional Work in the Medical and Healthcare Group provides series definitions, titling instructions, and grading criteria for non-supervisory professional positions in the Medical and Healthcare Group, 0600, for General Schedule (GS) and other "white collar" pay plans. This Job Family Standard (JFS) includes work in Industrial Hygiene, 0690 and provides the basic title for this occupation, which is "**Industrial Hygienist**." In accordance with the titling

guidance, this position is titled Industrial Hygienist and meets the 0690 series definition.

Grade Determination: The JFS is divided into three parts. Part I contains occupational information applicable to Federal work covered without regard to pay plan or classification system. Part II provides the grading criteria for positions classified in accordance with GS grade definitions. This position was evaluated on a factor-by-factor basis using the factor level descriptions in the JFS. Total points, 3190, evaluate at the GS-13 grade level.

Final Classification: Industrial Hygienist, GS-0690-13.

FLSA Evaluation:

Learned Professional Exemption

Met - The base pay exceeds the minimum salary threshold of \$23,660; AND

Met - Primary duty of this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208(j).

Comments/Explanations: As a professional, Industrial Hygienist position, it meets the professional-specific criteria in the learned professional exemption.

Conclusion: Exempt.

Additional Description

Created By Manuela Martinez, 4/11/2018 12:54 PM

Last Modified By Manuela Martinez, 4/11/2018 12:55 PM

PD History

4/11/2018 12:55 PM

User	Manuela Martinez
Connection	
Action	Changed Description.

4/11/2018 12:54 PM

User	Manuela Martinez
Connection	
Action	Created.

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PD-34136

PD Information

PD Number	770Y223	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 07	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Charlotte Watson
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	No	Competitive Level	N003
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	cybersecurity code 000,000,000
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By		Classified On	3/28/2018
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description	<p>PD# 770Y223 Date Classified: 3-28-18 Industrial Hygienist, GS-690-13 Position is designated as Nonsensitive, Moderate Public Trust Level, SF85P, T2 and T2S No cybersecurity duties. Introduction: Incumbent serves as the regional Industrial Hygienist in the Region 7, Public Buildings Service (PBS), Office of Facilities Management Division, Safety, Environmental and Fire Protection Branch, with responsibility for the planning, management, and direction of the facility industrial hygienist program for all GSA-owned, operated and leased buildings within the region. Duties include (1) providing expert technical advice for industrial hygiene controls in new buildings or repair and alteration projects in existing facilities, such as office buildings, warehouses, parking facilities, historic buildings and court and custom facilities; (2) performing industrial hygiene studies and comparative risk analyses, recommending solutions of problems in designated structures or operations to be included in the current Property Management, Lease Acquisition and Construction programs; (3) professional review, code review, phasing review, operational review, constructability review, compliance review, technical evaluation, assessment and recommendation through the comparative analysis of exposure and risk documents, include: (a) the resolution of complex design and/or construction health problems, and (b) providing the appropriate industrial hygiene direction to agency officials, client agencies, and contract A/E firms, or appropriate construction and service contractors; (4) establishing the industrial hygiene procedures, coordinating the preparation of complete industrial hygiene programs, and coordinating the preparation of complete safety and health contract documents, and (5) coordinating industrial hygiene programs through the preparation, review and approval of budgetary, conceptual, intermediate and final implementation. Major Duties: Serves as the regional focal point and provides technical guidance and expertise to regional management,</p>
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other program/project managers within the agency, other Government agencies, contract service firms, and contract A/E firms. Technical expertise and guidance requires highly technical judgment concerning industrial hygiene and exposure risk management where the situations encountered are frequently without precedent.

Responsible for the quality control of the industrial hygiene elements of the Safety and Environmental Management program.

Keeps current with the latest developments in industrial hygiene and related disciplines by reviewing technical publications, attending technical conferences or professional society meetings, and discussions with industry representatives in which discussions are of national significance or are of outstanding importance to the agency. Evaluates new technology and recommends adoption of those that would improve efficiency and risk management.

Attends meetings with A/E firms and service contractors to establish project schedules, agency procedures and policies, technical criteria for subsequent inclusion in A/E and/or service contracts. Prepares criteria for A/E design documents, and for service contracts.

Identifies requirements (i.e., program criteria, scope of work, extent and scope of procedures, order of preparation) for new or revised guide specifications to be developed by architect/engineer firms, industrial hygiene firms or in-house personnel.

Responds to requests from organizational elements of the agency and other agencies for technical industrial hygiene information.

Assists in administering construction projects and service programs, and makes recommendations to project managers, program managers and contracting officers concerning contract modifications.

Prepares cost estimates for industrial hygiene procedures and protocols based on expert knowledge of Safety and Environmental Management requirements, design, construction, and contraction administration.

Conducts periodic industrial hygiene seminars for project managers, specialists in other disciplines as appropriate, and management to promote awareness of the industrial hygienist program and introduce them to new materials and designs, procedures, and/or new and innovative processes and techniques.

Prepares and/or reviews budget concept estimates (without drawings and specifications) based on an expert knowledge of Safety and Environmental Management conditions, building construction and construction administration of projects or operational programs.

Prepares or coordinates the development of intermediate and final estimates from construction documents or service contract documents. These involve complex construction industrial hygiene issues and may affect major police decisions concerning the award of contracts, redesign to meet cost limitations, requests for additional funds, and reconsideration of projects involving several construction contracts or modifications to service contracts.

Serves as the regional liaison between A/E's and national office to provide resolution of complex industrial hygiene issues.

Performs other duties, as assigned.

Factor 1 – Knowledge Required by the Position

Expert knowledge of industrial hygiene, environmental, and safety laws and regulations enabling employee to serve as technical authority by providing advice and direction in a broad range of industrial hygiene matters.

Knowledge of NIOSH guidance, asbestos management and abatement, ADA standards and other laws and standards related to Federal building design and construction or Federal building operation and management to provide sound and authoritative technical guidance.

Knowledge of policies, standards, operational directives and methodologies, and objectives sufficient to plan, develop, and implement nationwide programs requiring the provision of guidance, direction and technical assistance to the GSA, its contractors and other agencies. Applies knowledge to evaluate industrial hygiene, safety, environmental, and occupational health programs for Federal employees and contractors engaged in diverse industrial operations that include high-hazard, high risk occupations having significant potential for injury and death and which expose employees to hazardous physical agents, chemicals and processes.

Knowledge of Standard Operating Procedures of the Safety and Environmental Management program, and PBS, including knowledge of the budget process and activities (BA 54, 55, 61, and 80) related to Safety and Environmental Management initiatives.

Knowledge and skill required to serve as expert witness in contested cases and to provide expert interpretations of published occupational health standards.

Mastery of advanced concepts, theories, principles and practices of the occupational safety program to provide expert technical advice to regional individuals, as well as individuals of other agencies.

Knowledge required in applying current advances and experienced judgment in solving novel and obscure problems that are not readily treatable by conventional methods. Knowledge of developments in new and changing industries and industrial processes involving high-hazard risks to workers (i.e., asbestos, lead, benzene, noise, radio frequency radiation) to advise, counsel and assist Federal managers in modifying their programs, methodologies, standards or regulations, criteria and policies to assure maximum protection to workers.

Knowledge of Federal agency organizations, chain of command, policies, and standards regarding program objectives to ensure effectiveness of guidance and surveillance provided.

Practical knowledge of the techniques and procedures applied by industrial hygienists, fire prevention engineers and environmental engineers in industrial, construction and building environments sufficient to act for or coordinate hazard control efforts with specialists from these occupations.

Knowledge and skill sufficient to represent the GSA at national conferences, intra-agency meetings, national industry organizations, interagency, special interest groups, unions and committees on matters concerning national policies, problems and issues.

Skill in communication and public relations techniques sufficient to effectively represent the regional PBS office at conferences, meetings and consultations with State agencies, employer/employee groups and special interest groups concerning program objectives/issues.

Factor 2 – Supervisory Controls

Supervision is essentially administrative in nature, with assignments made in the form of a designated result for which the scope, target completion date, and available funds may or may not be defined. Each assignment is unique and the incumbent is given broad discretion in carrying out the duties of the position. The incumbent is expected to plan and carry out the work independently and resolve problems as they occur. Work is reviewed only to ensure the overall objectives of the program are being met.

The incumbent reports to the Safety and Environmental Branch Chief, Facilities, Management & Services Program Division, who provides administrative direction by broadly defining the mission. The incumbent has the authority to plan, design, and carry out the work, acting under his/her own initiative and is required to keep the supervisor informed of work progress, potentially controversial matters and issues with far-reaching implications to the operation of the agency. Otherwise, the incumbent's actions, decisions, and commitments are considered authoritative and are accepted without change.

Factor 3 – Guidelines

The incumbent works under broad policy guidance, agency regulations, and general standards. In the absence of published Federal Government and/or GSA industrial hygiene, safety and occupational health, and environmental standards, the incumbent develops guidelines and regulations for possible nationwide application. Guidelines are often inadequate, requiring the incumbent to adapt or modify established practices or to research new developments in the field. Incumbent must keep abreast of new developments in occupational health and safety in order to disseminate pertinent information to agency personnel. Broad judgment and considerable ingenuity is required to interpret technical information and prepare criteria not previously established in the field. As the technical authority in the industrial hygiene area, the incumbent is responsible for exercising originality in anticipating major problems, recognizing future needs, and developing entirely new or vastly improved methods, techniques and instructions to guide operating professionals and technical personnel within the region.

Factor 4 – Complexity

The incumbent serves as the regional industrial hygienist on all matters related to industrial hygiene and hazard exposure risk management in design, construction, alteration or repair of buildings and daily operation of buildings across GSA. The facility inventory is very large and diverse ranging from original equipment in historic buildings to modern, state of the art equipment. Industrial hygiene protocols are inconsistently maintained across the region by a number of employees and maintenance contractors. This diversity in both construction and operational practices require the incumbent to make determinations on a case by case basis to recommend the proper course of action needed to ensure proper industrial hygiene methods and hazard risk reduction. The work involves various duties that require many different and unrelated processes and methods applied to a broad range of activities, usually involving obscure problems and require the individual to be versatile and innovative in adapting, modifying, and making compromises with standard guidelines, precedents and techniques. The individual is required to provide authoritative advice and direction on a wide range of industrial hygiene issues.

Factor 5 – Scope and Effect

The purpose of the work is to provide program and technical advice, guidance and assistance to region-wide safety and environmental programs. The incumbent's performance ensures GSA's clients are afforded maximum protection. The incumbent ensures new industrial hygiene initiatives meet the latest in technology and that construction projects and operational programs are accomplished in a cost effective and reasonable manner. The incumbent ensures employee hazard exposures are minimized and the deterioration of the industrial hygiene program is avoided.

Factor 6 – Personal Contacts

Contacts are with GSA building managers, property managers, project managers, contracting officers, as well as high ranking Federal agency officials, Members of Congress, Federal judges, client agency personnel, representatives of A/E and construction firms, service firms, state and local officials.

Factor 7 – Purpose of Contacts

Contacts involve substantial efforts to render expert advice and direction on complex industrial hygiene issues arising within the region, provide guidance to subordinate agency offices, to gain compliance with published health standards, give lectures, resolve technical disagreements, and to conduct investigations involving serious health hazards. Contacts will also involve correcting violations, abatement schedules concerning industrial hygiene, safety, environmental, and occupational health matters that often involve controversial or unprecedented issues. These duties will also include representing and supporting agency policies/positions; persuading, convincing and encouraging voluntary compliance with all GSA policies. Contacts are also to elicit cooperation and support by professional, labor, contract and private groups/associations to enhance success of agency programs/policies, and to provide technical guidance and advice to various groups in implementing and improving their industrial hygiene, safety and occupational health programs/policies and activities.

Factor 8 – Physical Demands

The work frequently requires physical exertion during building and construction inspections, such as long periods of standing, walking over uneven surfaces, climbing ladders, bending and stooping. Occasionally, heavy items such as hatch doors and access panels must be lifted for inspection purposes. Agility is required to gain access to roofs, basements, equipment rooms, and high exterior areas of buildings.

Factor 9 – Work Environment

Most work is performed in an office setting. Frequent travel for short duration is required. Work at building sites may involve moderate risks or discomfort due to high levels of noise and vibrations, dust and grease, and operating machinery. Special safety precautions are required at construction sites and the incumbent may be required to use protective devices such as goggles, gloves, respirators, safety shoes, hard hats or other personal protective equipment.

Total points = 3520 (GS-13)

Standards Referenced: PCS Industrial Hygiene Series, GS-0690, dtd 10/80

FLSA Evaluation:

MET: LEARNED PROFESSIONALS. The primary duty of the employee involves

the performance of work requiring advanced knowledge in the profession of Industrial Hygiene, which is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208. MET: INTELLECTUAL WORK REQUIRING DISCRETION AND JUDGMENT: The work is predominantly intellectual in character and requires frequent use of discretion and independent judgment.

Conclusion: Exempt.

Additional Description

Created By Charlotte Watson, 3/28/2018 1:01 PM Last Modified By Charlotte Watson, 3/28/2018 1:01 PM

PD History

3/28/2018 1:01 PM

User	Charlotte Watson
Connection	
Action	Created.



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PD-34281

PD Information

PD Number	880Y261	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 08	Standard	Regional
Service/Staff Office/Region	PBS	Owner	Sadie White-Grice
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	No	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Codes: 000, 000, 000
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Sadie White-Grice	Classified On	6/7/2018
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description **Developed for Region 8 from PD Number: 550Y339**

Functional Code: 94, Technical assistance and consulting.

This position description is designated with a [Cybersecurity Data Element Code 000, 000, 000](#)- Does NOT involve work functions in information technology (IT), cybersecurity, or cyber-related areas- based on requirements in the November 2, 2016, version of the NICE Cybersecurity Workforce Framework. (National Classification Center April 11, 2018).

Risk Level: Non-sensitive, Moderate Risk, T2 and T2S, requiring Investigation Form SF-85P, per NCC determination on 6/6/2018 SWG

Industrial Hygienist GS-0690-13

This position is located in the General Services Administration (GSA), Public Buildings Service (PBS), Region 8/Rocky Mountain Region, Office of Facilities Management (OFM). The employee serves as an expert Industrial Hygienist with responsibility for planning, directing, and managing the industrial hygiene (IH) program for all GSA owned, operated and leased buildings within the Region: As such, the incumbent: (1) provides expert technical advice for industrial hygiene controls in new buildings or repair and alteration projects in existing facilities such as office buildings, warehouses, parking facilities, historic buildings and court and custom facilities; (2) performs industrial hygiene studies and comparative risk analyses,

recommending solutions of problems in designated structures or operations to be included in the current Property Management, Lease Acquisition and Construction programs; (3) conducts professional review, code review, phasing review, operational review, constructability review, compliance review, technical evaluation, assessment and recommendation through the comparative analysis of exposure and risk documents, including: (a) the resolution of complex design and/or construction health problems, and (b) providing the appropriate industrial hygiene direction to GSA officials, client agencies, and contract A/E firms, or appropriate construction and service contractors; (4) establishes industrial hygiene procedures, coordinates the preparation of complete industrial hygiene programs, reviews safety and health contract documents for acceptability, and (5) coordinates industrial hygiene programs through the preparation, review and approval of budgetary, conceptual, intermediate and final implementation. The purpose of this position is serving as an expert in IH, managing the regional IH program, conducting complex surveys, and developing regional plans and activities designed to eliminate, control, and minimize chemical, physical, and biological stresses in the workplace.

MAJOR DUTIES

Provides Expert Advice and Authoritative Guidance; Serves as National Liaison; Performs Regional Health Surveys; Investigates Occupational Health Incidents: 40%

Provides expert advice and authoritative guidance to management, regional officials, other program or projects managers, other government agencies, contract service firms, and contract A/E firms concerning a plethora of complex industrial hygiene and exposure risk management issues where the situations encountered are frequently without precedent.

Serves as the expert regional liaison between A/E's and national office to provide resolution of complex industrial hygiene issues.

Performs regional workplace health surveys, including selection of sampling equipment and the analytical tests to be performed on samples collected and maintenance and control of the use of toxic and hazardous substances, with special attention to asbestos and lead.

Develops regional procedures to control or eliminate occupational health hazards, such as change in work procedures, ventilation systems, material substitution, or use of other chemicals when hazardous exposures are discovered. Develops a variety of guidance documents on a variety of IH issues.

Work performed encompasses occupational health hazards associated with a variety of situations, including large-scale, complex and hazardous construction and renovation operations. As part of this responsibility, coordinates and directs other branches and contractor personnel in investigating highly complex occupational health incidents of known and unknown causes. When required, conducts preliminary walk-through surveys accompanied by other safety and supervisory personnel to identify potential hazards requiring detailed evaluation. Using standard chemical and physical sampling techniques and procedures, accumulates the information and material required for laboratory analysis and evaluation. Also performs investigations and resolves occupant complaints related to indoor air quality concerns.

Keeps current with the latest developments in industrial hygiene and related disciplines by reviewing technical publications, attending technical conferences or professional society meetings, and discussions with industry representatives in which discussions are of national significance or are of outstanding importance to the Agency. Evaluates new technology and recommends adoption of those that would improve efficiency and risk management.

Manages IH Program; Responds to Technical Questions; and Conducts Seminars: 30%

Manages regional IH Program and identifies requirements (i.e. program criteria, scope of work, extent and scope of procedures, order of preparation) for new or revised guide specifications to be developed by architect/engineer firms, industrial hygiene firms or in-house personnel.

Answers a plethora of highly complex technical questions and makes informed decisions via phone, email, RFI's, or various other forms. Each of these issues is different and requires a unique approach to resolve the concerns. These cases range from exposure events, emergency releases and leaks, drinking water complaints, indoor firing range design and malfunctions, asbestos and lead based paint project work, indoor air quality (IAQ) concerns, and various other topics that require both technical knowledge and in-depth understanding of the facilities and tenants.

Responds to requests from GSA/PBS and other agencies for technical industrial hygiene information.

Coordinates Work Efforts with Others; Attends Meetings; Conducts Training & Seminars, and Prepares Cost Estimates: 30%

Reviews and approves design and construction projects that involve hazardous materials removal or IH

related issues such as all asbestos, lead-based paint, PCBs, and mold projects conducted in the region, ensuring compliance to strict regulatory standards.

Coordinates and assists in administering construction projects and service programs, and makes recommendations to project managers, program managers and contracting officers concerning contract modifications.

Attends meetings with A/E firms and service contractors to establish project schedules, agency procedures and policies, technical criteria for subsequent inclusion in A/E and /or service contracts. Prepares criteria for A/E design documents. Prepares criteria for service contracts.

Develops and presents education training to other employees and Federal agencies on technical issues such as mold, asbestos, indoor air quality (IAQ), lead, hazardous materials storage, etc.

Conducts periodic industrial hygiene seminars for project managers, specialists in other disciplines as appropriate, and management to promote awareness of the industrial hygienist program and introduce them to new materials and designs, procedures, and/or new and innovative processes and techniques.

Prepares cost estimates for industrial hygiene procedures and protocols based on an expert knowledge of Industrial Hygiene requirements, designs, construction, and construction administration.

Prepares and/or reviews budget concept estimates (without drawings and specifications) based on an expert knowledge of Industrial Hygiene conditions, building construction and construction administration of projects or operational programs.

Prepares or coordinates the development of intermediate and final estimates from construction documents or service contract documents. These involve complex construction industrial hygiene issues and may affect major policy decisions concerning the award of contracts, redesign to meet cost limitations, requests for additional funds, and reconsideration of projects involving several construction contracts or modifications to service contracts.

Performs other related duties as required.

Factor 1, Knowledges Required by the Position FL 1-8 1550 points

Expert professional knowledge of industrial hygiene regulations, procedures, and protocols in Federal buildings, enabling employee to serve as a regional technical expert, providing authoritative technical advice and direction involving a myriad of industrial hygiene matters and complex surveys.

Expert skill in applying advanced technology to solve unusual or highly complex problems which are not readily treatable by conventional methods, including the ability to provide authoritative interpretations of published occupational health standards.

Expert knowledge of policies, standards, operational directives and methodologies, and objectives sufficient to plan, develop, and manage the regional IH program requiring the provision of guidance, direction and expert technical assistance to the regional PBS organizations, contractors and tenant agencies.

Mastery of the concepts, principles, and practices of industrial hygiene sufficient to:

- research technical publications;
- conduct the most difficult types of industrial hygiene studies;
- serve as a recognized regional expert;
- develop regional program objectives;
- develop new sampling or control methods;
- provide expert advice to PBS and contractor personnel in a broad range of industrial hygiene matters;
- evaluate and apply new methods and equipment to the practice of industrial hygiene particularly in dealing with problems not readily treatable by standard methods; and/or
- develop technical bulletins, instructions, regulations, training materials for guidance of agency personnel.

Expert knowledge of applicable industrial hygiene standards, guidance documents and other technical resources.

Expert knowledge required to recommend effective control measures to reduce or eliminate hazardous working conditions, including ventilation, shielding, material substitution, change in work procedures, isolation, education, personal protective devices and the management of waste materials.

Expert skill in preparing and presenting a variety of training involving specific and highly technical aspects of industrial hygiene.

Expert knowledge required to evaluate contract industrial hygiene consultants and laboratories to ensure that staff, equipment and procedures are adequate and meet GSA standards and all regional performance

requirements.

Expert skill in investigating health problems which arise among employees, determining probable cause, and recommending measures to protect the workers' health; expert skill in using sampling instrumentation, data analysis and evaluation of material safety data sheets, and proficiency in technical report writing.

Skill in articulating ideas, concepts, and procedures in a clear and concise manner to effectively represent the regional office at conferences, meetings and consultations with State agencies and special interest groups concerning IH program objectives and issues.

Skill in writing and using correct English grammar, punctuation, and spelling; communicates information such as facts, ideas, or messages in a clear, succinct, and organized manner; produces written information such as reports, which may include technical material, that is appropriate for the intended audience.

Factor 2, Supervisory Controls FL 2-4 450 points.

The supervisor outlines overall objectives and available resources. In consultation, the employee and supervisor discuss the scope of the assignment, approaches, timeframes, and possible execution phases. The employee plans and carries out the assignment; resolves most of the conflicts independently; coordinates the work with others as necessary; interprets policy and regulatory requirements in terms of established objectives; keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters; develops changes to plans and/or methodology; and provides recommendations for improvements in order to meet IH program objectives. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

Factor 3, Guidelines FL 3-4 450 points.

The guidelines include GSA/PBS policies and regulations, architectural and engineering practices, building codes/standards, agency design criteria and precedents for similar situations, OSHA regulations and NIOSH guidance. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity requiring considerable interpretation and/or adaptation for application to issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; research trends and patterns; develop new methods and criteria; or propose new regional and/or national policies and practices.

Factor 4, Complexity FL 4-5 325 points.

The incumbent serves as a regional expert on all matters related to industrial hygiene and hazard exposure risk management in design, construction, alteration or repair of buildings and daily operation of buildings within the regional inventory. The facility inventory is large and diverse ranging from original equipment in historic buildings to modern, state-of-the-art equipment. This diversity in both construction and operational practices requires the incumbent to make determinations on a case by case basis to recommend the proper course of action needed to ensure proper industrial hygiene methods and hazard risk reduction. The work consists of a variety of duties requiring the application of many different, unrelated processes and methods to a broad range of activities and/or the in-depth analysis of highly complex IH issues. The employee makes decisions that involve major uncertainties with regard to the most effective approach or methodology to apply, which typically result from: the abstract nature of the concepts, administrative requirements; rapid or continuing changes in program or work requirements; or technological developments. On a regular basis, the incumbent analyzes and resolves novel and obscure problems, which include complicating factors and requirements. The incumbent develops new standards, methods, and techniques or extends existing methodology; evaluates the impact of technological developments; and/or anticipates future trends and requirements.

Factor 5, Scope and Effect FL 5-4 225 points.

The work involves providing expert advice and technical direction to activities concerned with the identification, evaluation, and control of environmental hazards found in the regional inventory from exposure to chemical, physical, ergonomic, and biological hazards. The work results affect the regional IH program and the health and well-being of employees and visitors to federal or leased space throughout regional inventory. Significantly, such work ensures that GSA's client agencies are afforded maximum protection; new industrial hygiene initiatives meet the latest in technology; and construction projects and operational programs are accomplished in a cost effective and reasonable manner. Additionally, the decisions made impact regional construction projects, the operation of a facility, or regional policy. Due to the serious nature of the types of issues encountered such decisions could result in the temporary shutdown of facilities or relocation of tenants due to employee and tenant exposure issues. On a day- to-day basis, such important decisions are related to design requirements for implementation of engineering controls, personal protective equipment (PPE), clean-up activities, and sampling procedures that ensure that the risk of employee exposure is reduced within the region.

Factors 6 & 7, Personal Contacts & Purpose of Contacts**FL 3c****180 points.**

In a moderately unstructured setting, personal contacts are with officials within GSA and other federal agencies, representatives of A/E and construction firms, service firms, state and local officials.

The incumbent actively participates in meetings and makes presentations on issues relative to industrial hygiene programs and practices. The incumbent presents the industrial hygiene program objectives and funding restrictions, discusses alternatives and reaches acceptable solutions through persuasion or compromise. Contacts are also made to resolve design and construction problems or operational problems, gather factual data, give and receive information, coordinate work efforts, furnish expert technical advice, review construction progress or service provision and resolve disagreements. Contacts may be resistant to recommendations due to competing objectives, resource problems, or organizational conflict.

Factor 8, Physical Demand**FL 8-1****5 points.**

The work primarily is sedentary. Some work may require periods of walking, standing, and bending. Employees frequently carry light items such as books, instruments, and other similar materials. Occasional business travel is required.

Factor 9, Work Environment**FL 9-1****5 points.**

The work is usually performed in an office setting. Typically, the work area involves everyday risks or discomforts requiring normal safety precautions typical of offices or meeting and training rooms; or may involve occasional exposure to conditions in facilities requiring safety precautions.

Total Points: 3190**GS-13 Point Range:** 3155-3600**Conversion:** GS-13**CLASSIFICATION EVALUATION STATEMENT**

References: OPM Job Family Position Classification Standard for Professional Work in the Medical and Healthcare Group, 0600, dated September 2017.

Series and Title Determination: The employee serves as a regional expert, Industrial Hygienist, whose primary work includes providing expert advice as well as planning, directing, and managing the industrial hygiene (IH) program for all GSA owned, operated and leased buildings within the Rocky Mountain Region. Because the primary purpose of this position is to serve as an expert in IH, managing the regional IH program, conducting complex surveys, and developing regional plans and activities designed to eliminate, control, and minimize chemical, physical, and biological stresses in the workplace, it is allocated to the 0690 series.

This series covers positions managing, supervising, leading, and/or performing professional work involving environmental conditions which adversely affect the health and safety of people in the workplace. Such work includes eliminating or controlling occupational and environmental health hazards. Industrial hygiene is a broad field of occupational health and safety, which is concerned with the anticipation, recognition, evaluation, prevention, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health and well-being, or significant discomfort among workers or among citizens of the community.

Industrial hygienists deal with a variety of health and safety challenges such as, but not limited to:

- indoor air quality (sick building syndrome, off-gassing of construction materials);
- evaluating and controlling environmental lead exposure;
- emergency response planning and community right-to-know;
- occupational disease mesothelioma, asbestosis, silicosis);
- potentially hazardous agents such as asbestos, pesticides, and radon gas;
- cumulative trauma disorders (repetitive stress injuries, carpal tunnel syndrome);
- radiation (electromagnetic fields, microwaves);
- reproductive health hazards in the workplace;
- setting limits on exposure to chemical and physical agents;
- detection and control of potential occupational hazards such as noise, radiation, and illumination; and
- hazardous waste management.

Additionally, the OPM Job Family Position Classification Standard for Professional Work in the Medical and Healthcare Group provides series definitions, titling instructions, and grading criteria for non-supervisory professional positions in the Medical and Healthcare Group, 0600, for General Schedule (GS) and other "white collar" pay plans. This Job Family Standard (JFS) includes work in Industrial Hygiene, 0690 and provides the basic title for this occupation, which is "**Industrial Hygienist**." In accordance with the titling guidance, this position is titled Industrial Hygienist and meets the 0690 series definition.

Grade Determination: The JFS is divided into three parts. Part I contains occupational information applicable to Federal work covered without regard to pay plan or classification system. Part II provides the grading criteria for positions classified in accordance with GS grade definitions. This position was evaluated on a factor-by-factor basis using the factor level descriptions in the JFS. Total points, 3190, evaluate at the GS-13 grade level.

Final Classification: Industrial Hygienist, GS-0690-13.

FLSA Evaluation:
Learned Professional Exemption

Met - The base pay exceeds the minimum salary threshold of \$23,660; AND
Met - Primary duty of this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208(j).
Comments/Explanations: As a professional, Industrial Hygienist position, it meets the professional-specific criteria in the learned professional exemption.

Conclusion: Exempt.

Additional Description

Created By

Sadie White-Grice, 6/7/2018 5:47 PM

Last Modified By

Sadie White-Grice, 6/11/2018 1:53 PM

PD History
6/11/2018 1:53 PM

User	Sadie White-Grice
Connection	
Action	Changed Description.

6/7/2018 5:47 PM

User	Sadie White-Grice
Connection	
Action	Created.



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PD-04834

PD Information

PD Number	4403694	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 04	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element code 00
Legacy - Classified By	Janette Rollins	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	9/18/2000
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

Risk level: Non-Sensitive, Moderate Public Risk, requiring Investigation Form SF-85P per NCC determination on 10/3/2016. The Public Trust Indicator was updated from the original determination run by GSA Security from "Low" to "Moderate" to reflect the new designation. - CAC

This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center, 9/27/16)

Industrial Hygienist
GS-690-13

Nature & Controls:

Serves as the Regional Industrial Hygienist in the Safety and Environmental Management Branch, Property Management Division, with responsibility for the planning, management, and direction of the facility industrial hygienist program for all GSA owned, operated and leased buildings with the Region: (1) providing expert technical advice for industrial hygiene controls in new buildings or repair and alteration projects in existing facilities such as office buildings, warehouses, parking facilities, historic buildings and court and custom facilities; (2) performing industrial hygiene studies and comparative risk analyses, recommending solutions of problems in designated

structures or operations to be included in the current Property Management, Lease Acquisition and Construction programs; (3) professional review, code review, phasing review, operational review, constructability review, compliance review, technical evaluation, assessment and recommendation through the comparative analysis of exposure and risk documents, including: (a) the resolution of complex design and/or construction health problems, and (b) providing the appropriate industrial hygiene direction to agency officials, client agencies, and contract A/E firms, or appropriate construction and service contractors; (4) establishing the industrial hygiene procedures, coordinating the preparation of complete industrial hygiene programs, and coordinating the preparation of complete safety and health contract documents, and (5) coordinating industrial hygiene programs through the preparation, review and approval of budgetary, conceptual, intermediate and final implementation.

MAJOR DUTIES

Serves as the regional focal point and provides management, regional officials, other program or projects managers within the agency, other Government agencies, contract service firms, and contract A/E firms with highly technical judgment concerning industrial hygiene and exposure risk management where the situations encountered are frequently without precedent.

Responsible for the quality control of the industrial hygiene elements of Safety and Environmental Management programs.

Keeps current with the latest developments in industrial hygiene and related disciplines by reviewing technical publications, attending technical conferences or professional society meetings, and discussions with industry representatives in which discussions are of national significance or are of outstanding importance to the Agency. Evaluates new technology and recommends adoption of those that would improve efficiency and risk management.

Attends meetings with A/E firms and service contractors to establish project schedules, agency procedures and policies, technical criteria for subsequent inclusion in A/E and/or service contracts. Prepares criteria for A/E design documents. Prepares criteria for service contracts.

Identifies requirements (i.e. program criteria, scope of work, extent and scope of procedures, order of preparation) for new or revised guide specifications to be developed by architect/engineer firms, industrial hygiene firms or in-house personnel.

Responds to requests from organizational elements of the agency and other agencies for technical industrial hygiene information.

Assists in administering construction projects and service programs, and makes recommendations to project managers, program managers and contracting officers concerning contract modifications.

Prepares cost estimates for industrial hygiene procedures and protocols based on an expert knowledge of Safety and Environmental Management requirements, designs, construction, and construction administration.

Conducts periodic industrial hygiene seminars for project managers, specialists in other disciplines as appropriate, and management to promote awareness of the industrial hygienist program and introduce them to new materials and designs, procedures, and/or new and innovative processes and techniques.

Prepares and/or reviews budget concept estimates (without drawings and specifications) based on an expert knowledge of Safety and Environmental Management conditions, building construction and construction administration of projects or operational programs.

Prepares or coordinates the development of intermediate and final estimates from construction documents or service contract documents. These involve complex construction industrial hygiene issues and may affect major policy decisions concerning the award of contracts, redesign to meet cost limitations, requests for additional funds, and reconsideration of projects involving several construction contracts or modifications to service contracts.

Serves as the region liaison between A/E's and national office to provide resolution of

complex industrial hygiene issues.

Performs other duties as required.

Knowledges Required by the Position FL 1-8 1550 pts

Expert knowledge of the wide range of laws, regulations, policies, principles and practices affecting the Agency.

Expert knowledge of health and safety standards, NIOSH guidance, asbestos management and abatement, ADA standards and other laws and standards related to Federal Building design and construction or Federal Building operation and management to provide sound and authoritative technical guidance.

Knowledge of and skill in communication and public relations techniques sufficient to effectively represent the regional office at conferences, meetings and consultations with State agencies, employer/employee groups and special interest groups concerning program objectives and issues.

In-depth knowledge of the various technical and operating concepts related to the construction and building operations, Safety and Environmental Management, and industrial hygiene procedures and protocols in Federal buildings.

Familiarity with the various fields to ensure that areas of overlapping responsibilities between professional disciplines receive proper coordination and consideration in order to accomplish all project or program objectives.

Knowledge of the Standard Operating Practices of the Safety and Environmental Management Program and PBS including knowledge of the budget process and activities (B/A 54, 55, 61, 80) related to Safety and Environmental Management initiatives.

Knowledge of prospectus requirements, approval and planning process.

Supervisory Controls FL 2-5 650 pts

Supervision is essentially administrative in nature with assignments made in the form of a designated result for which the scope, target completion date, and available funds may or may not be define. Each assignment is unique and the incumbent is given broad discretion in carrying out the duties of the position. The incumbent is expected to plan and carry out the work independently and resolve problems as they occur. Work is reviewed only to insure that the overall objectives of the Property Management program are being met.

The incumbent, acting under his own initiative, keeps the supervisor informed of work progress, potentially controversial matters and issues with far-reaching implications to the operation of the Agency. Otherwise, the employee's actions, decisions, and commitments are considered authoritative and are accepted without change.

Guidelines: FL 3-4 450 pts

Guidelines include agency policies and regulations, architectural and engineering practices, building codes/standards, agency design criteria and precedents for similar situations, OSHA regulations and NIOSH guidance. The incumbent must use judgment and ingenuity to interpret broadly stated policies and to reconcile conflicting policies in terms of the overall objectives of the industrial hygiene and safety program.

Complexity FL 4-4 225 pts

The incumbent is the regional industrial hygiene specialist on all matters related to industrial hygiene and hazard exposure risk management in design, construction, alteration or repair of buildings and daily operation of buildings across GSA. The facility inventory is very large and diverse ranging from original equipment in historic buildings to modern, state of the art equipment. Industrial hygiene protocols is inconsistently maintained across the region by a number of employees and maintenance contractors. This diversity in both construction and operational practices requires the incumbent to make determinations on a case by case basis to recommend the proper

course of action needed to ensure proper industrial hygiene methods and hazard risk reduction.

Scope and Effect FL 5-4 225 pts

The purpose of the work is to provide program and technical advice, guidance and assistance to regionwide safety and occupational health programs. The incumbent's performance insures that GSA's clients are afforded maximum protection. The incumbent ensures that new industrial hygiene initiatives meet the latest in technology and that construction projects and operational programs are accomplished in a cost effective and reasonable manner. The incumbent ensures that employee hazards exposures are minimized and the deterioration of the industrial hygiene program is avoided. Incumbent designates employees for inclusion in the medical surveillance program.

Personal Contacts FL 6-3 60 pts

Contacts are with high ranking Federal agency officials, Members of Congress, Federal judges, client agency personnel, representatives of A/E and construction firms, service firms, state and local officials.

Purpose of Contacts FL 7-3 120 pts

The incumbent will actively participate in meetings and make presentations on issues relative to industrial hygiene programs and practices. The incumbent must present the industrial hygiene program objectives and fund restrictions, discuss alternatives and reach acceptable solutions through persuasion or compromise. Contacts will also be made to resolve design and construction problems or operational problems, gather factual data, give and receive information, coordinate work efforts, furnish technical advise, review construction progress or service provision and resolve disagreements.

Physical Demands FL 8-2 20 pts

The work frequently requires physical exertion during building and construction inspections such as long periods of standing, walking over uneven surfaces, climbing ladders, bending and stooping. Occasionally, heavy items such as hatch doors and access panels must be lifted for inspection purposes. Agility is required to gain access to roofs, basements, equipment rooms and high exterior areas of buildings.

Work Environment FL 9-1 5 pts

Most work is performed in an office setting. Frequent travel for short duration is required. Work at a building site may involve moderate risks or discomfort due to high levels of noise and vibrations, dust and grease, and operating machinery. Special safety precautions are required at construction sites and the incumbent may be required to use protective devices such as goggles, gloves, respirators, safety shoes, hard hats or other personal protective equipment. Employee is subject to a medical surveillance program.

Total points-3305 GS-13 point range (3155-3600)

Title, Series and Grade-Industrial Hygienist GS-0690-13

Standard Applied-PCS for Industrial Hygiene Series GS-0690 dtd 10/80

FLSA EVALUATION

Learned Professional Exemption

Met - The base pay exceeds the minimum salary threshold of \$23,660; AND

Met - Primary duty this position involves the performance of work requiring advanced knowledge in a field of science or learning that is customarily acquired through a prolonged course of specialized intellectual instruction, as those terms are defined in 5 CFR 551.208(e).

Comments/Explanations: The incumbent serves as an Industrial Hygienist and performs work which meets the professional-specific criteria in the learned

professional exemption.

Conclusion: Exempt

Additional Description

Created By SNA SBGopinadam, 9/11/2012 10:43 AM

Last Modified By Cheryl Cato, 2/25/2019 6:29 PM

PD History

2/25/2019 6:29 PM

User	Cheryl Cato
Connection	
Action	Changed Description.



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PD-04905

PD Information

PD Number	6603128	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 06	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	12	FPL	GS-12
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 1 - Low Risk (1)	Keywords	Cybersecurity Data Element Code 00
Legacy - Classified By	Lawrence D. Gordon	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	12/15/1994
Vacancy Announcement Number		Job Analysis Attachment	<input checked="" type="checkbox"/>

Description

Description

Pen and ink changes per mgmt. on 12/9/16. --cac

NCC designation: The position is non-sensitive, low public trust requiring a SF-85 form - 11/12/2015 - SWG

This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center – 09/08/15)

*Pen and Ink Changes for PBS Reorganization Effective 3/8/15- S. White-Grice 2/6/2015

SEE: FUNCTIONAL CLASS for GS-0690 = 42 COMP LEVEL CODE= N001

ADDENDUM: (Change in comp level codes and PD#'s (3603128 to 6603128) in compliance with agency instructions.)

02/25/01

Janet S. Miller

Addendum

6603128

12/15/94

Lawrence D. Gordon

Industrial Hygienist, GS-690-12

The incumbent may be exposed to asbestos, requiring the wearing of protective clothing and respirator rated for asbestos.

The incumbent may be exposed to toxic and hazardous materials such as solvent type organic chemicals and fumes. Appropriate protective safety equipment and apparel will be worn.

6603128

12/15/94

Lawrence D. Gordon

Industrial Hygienist, GS-0690-12

NATURE AND CONTROLS

Incumbent serves as ~~the a~~ regional Industrial Hygienist for the ~~*Safety & Environmental Management*~~

~~*Fire, Safety, and Environmental*~~ Building Operations Branch, Public Buildings Service, (PBS), Region 6, General Services Administration (GSA) and **in collaboration with the Branch Chief**, is responsible for developing and overseeing industrial hygiene programs, policy and objectives specifically oriented to regional GSA employees, and GSA controlled space. This includes occupational and environmental health, covering complex problems in industrial, maintenance and building operations and/or research/development, testing and evaluation procedures.

MAJOR DUTIES

Provides program direction by preparing instructions and issuing interpretation to guide policy, establish objectives and emphasize responsibilities to field personnel.

Provides **expert highly specialized** technical guidance on health and environmental standards and criteria regarding their interpretation, implementation and applicability to GSA and other agency management and employees. Maintains complete and current knowledge of regulations, standards, policy and research developments in the fields of occupational and environmental safety and health. Promotes voluntary compliance through speeches, training, meetings and memos.

Develops criteria and procedures for the handling, labeling, storage, transport and disposal of materials which may present a health or environmental hazard. Provides guidance and recommendations to eliminate and/or control the hazards through the development of new operational or engineering procedures and the application of existing procedures to ensure the safety and health of all affected people.

Represents the **Region agency** in ~~regional inter-agency~~ meetings involving **local** policy and procedural matters related to industrial hygiene.

Develops and modifies the scope of work for ~~all~~ regional GSA contract specifications involving occupational and environmental health. Monitors said contracts and resulting documents regarding regulatory compliance, risk potential and technical achievement. Reviews ~~all~~ related contractor technical submittals and advises appropriate staff requiring qualifications of same. Maintains comprehensive records for ~~all~~ related contract data and directs corrective action where evaluations indicates a lack of progress toward meeting industrial hygiene program objectives.

In support to the Contracting Officer, provides technical language needed for contract specifications for safety needs using consultant services, prepares solicitation

documents, incorporating special provisions and revising the SOW when required; reviews and analyzes specifications to ensure adequacy prior to the CO releasing them for bid. Recommends

revisions to specifications and develops and implements special clauses for unique procurements as required. As requested, participates in negotiations for modifications/change orders; reviews and/or monitors consultant and contractor performance and provides input to the CO who then develops the agency position with respect to contractor claims.

Conducts or manages contractor performed inspections/surveys/studies of real property assets to evaluate physical and environmental health conditions, work practices, and management controls for hazards and risks to health and safety.

Develops technical specifications or scopes of work for contracting of expert consultant services, and specifications for task orders for the use of such services. Performs COTR role for technical services for expert consultation contracts. Reviews contractor performance, including technical review of contractor reports.

Develops, oversees and evaluates ~~all~~ regional GSA medical surveillance and its related results and exposure records to assess the need for inspection activities and personnel medical fitness related to occupational and/or environmental hazards.

Provides consultation to regional GSA and tenant agency management and employee personnel regarding complex occupational and environmental health issues.

~~Develops and modifies scope of work and methodology for all regional GSA building survey contract specifications involving occupational and environmental health.~~

Evaluates and advises Safety and Environmental Management policies and procedures. ~~through "buddy region" review of all industrial hygiene programs for Central Office.~~

Investigates GSA and tenant agency complaints of actual or potential occupational or environmental health or safety hazards to determine the nature of the complaint, its validity and an appropriate corrective action to reduce or eliminate the hazard. Stated investigations entail delicate labor relations issues requiring a highly sensitive approach, protecting the rights of the agency and employees. Prepares complete and factual reports resulting from collected notes that include findings and recommendations of the inspections and investigations.

Attempts to secure immediate abatement by the GSA activity supervisor in all matters of unhealthful or unsafe conditions requiring immediate corrective action. Immediate and independent evaluation of the condition to provide supervisory abatement direction shall be included in the attempt.

Develops, provides and oversees all regional training for GSA, tenant agency and other affected employees on industrial hygiene program topics.

May participate in fatality or accident investigations involving GSA employees when involving occupational or environmental health. Appropriate preventive recommendations will be made.

Knowledge required by position: FL 1-7, 1250 pts.

Bachelor's or higher degree from an accredited college or university in industrial hygiene or in a branch or engineering, physical science or life science.

Detailed knowledge of the principles, practices and techniques of industrial hygiene and in-depth knowledge of etiology of occupational disease sufficient to serve as a recognized **expert technical specialist** for the region; to identify and evaluate safety and health hazards associated with any industrial or service operation and to develop and implement practical methods to control or eliminate same. These factors include physical and chemical hazards such as ionizing/non-ionizing radiation, cumulative trauma disorders, general employee discomfort, noise, heat stress, hazardous and/or toxic materials.

Extensive knowledge of standards, laws, policies and procedures affecting occupational and environmental health and safety, necessary to generate and implement new regional programs; to provide regional guidance and technical **expertise guidance** to General Services Administration (GSA), tenant and occupant personnel; to apply new developments to problems with inadequate guidelines or techniques; to represent the agency in all matters involving industrial hygiene programs.

Supervisory Controls: FL 2-4, 450 pts.

The Branch Chief assigns work in terms of overall objectives, priority emphasis and policy objectives. The employee is considered a technical expert in the field and has independent responsibility for decisions, technical advise, actions and solutions and coordination with others in achieving the assignments. The employee is accountable for the technical decisions and completed work in normally accepted without significant change. Review is generally limited to evaluating the immediate effects on the overall occupational and environmental health and safety program area.

Guidelines: FL 3-4, 450 pts.

Guidelines consist of a broad range of technical material including text books, professional journals, directives, regulations, public laws, manuals, standards and training/seminar material. Because most work involves policy or technical matters which are little understood, the guidelines have limited applicability to the actual work performed. Employee must exercise considerable judgment and ingenuity in interpreting or adapting existing guidelines and in developing new approaches when required

Complexity: FL 4-4, 225 pts.

Difficulties and complexities arise from the volume of precedents, standards, regulations, and practices to be applied and the variety of factors which must be intermeshed such as psychology and physiology, environmental conditions, complex work processes and organization and economic conditions. Work processes are varying, and programs involve diverse complications such as geographic dispersion. Possible occupational health hazards at GSA facilities in this and other regions may be classified as chemical, physical, and biological. Chemical health hazards may exist in a wide spectrum of physical forms: dust, fumes, mist, liquid, vapor, or gas. Physical health hazards that may require quantitative monitoring include: ionizing and non-ionizing radiation, noise, vibration, extremes of temperature, pressure and humidity. Biological health hazards may result from such etiological agents as bacterial, fungal, or viral.

Scope and Effect: FL 5-4, 225 pts.

The purpose of the position is to provide **highly** technical and policy **guidance expertise** in the area of industrial hygiene to ensure success of the regional GSA Safety and Environmental Management Programs. Accomplishment of the duties of the position is critical to GSA's compliance with all related standards and regulations and with the implementation of broad proactive safety and health procedures, precipitates a safe and healthful work environment.

Personal Contacts AND PURPOSE OF CONTACTS: Level c/3, 180 pts.

Contacts are with GSA supervisors and managers, individual GSA employees, employee organizations, managers and employees in other regions and other agencies, contract inspectors, and representatives of external, Federal and private sector organizations.

Purpose of contacts is to advise management, employees, tenants occupants and unions on occupational and environmental health and safety hazards and the methods, techniques, or devices necessary for the elimination or control of such hazards: to implement changes and standards; to stimulate interest of management and employees in occupational and environmental health and safety programs, through formal training; and, to provide support for the medical monitoring program. External contacts are necessary to remain current with technical changes and requirements in occupational and environmental safety and health programs, and to review and discuss Contract operations, performance and to resolve employee, agency and outside complaints.

Physical Demands: FL 8-2, 20 pts.

The work requires some physical exertion such as long periods of walking, prolonged standing, climbing, stooping, and lifting up to 50 pounds. Average agility and dexterity are required to access hard-to-reach places.

Work Environment: FL 9-2, 20 pts.

The work environment involves occasional potentially high risks with exposure to potentially hazardous conditions or unusual environmental stress, such as noxious dusts, mists or fumes, areas containing high hazard materials, elevated surfaces and extreme weather conditions. Most work is performed in an office setting, with some travel to attend meetings, seminars or observe and monitor field operations. Employee must be thoroughly familiar with and utilize a wide range of safety and industrial hygiene sampling equipment, protective devices or exercise precautions, as necessary for each situation. Employee must also be familiar with and utilize computer data management and presentation equipment.

Total Points = 2820 = GS-12; Standard Used: GS-690, Oct 80

Sensitivity: Nonsensitive; PTR LOW

Functional Class: 42

Standard Used:
Industrial Hygiene, GS-690, Oct. 1980

Competitive Level Code: N001

Additional Description

Created By	SNA SBGopinadam, 9/11/2012 10:43 AM	Last Modified By	Carol Cleary-Schultz, 12/9/2016 3:31 PM
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PD-03454

PD Information

PD Number	AAP0666	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Region 10	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	No	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Code 00
Legacy - Classified By	Catherine Allen-Oakman	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	9/22/1998
Vacancy Announcement Number		Job Analysis Attachment	<input checked="" type="checkbox"/>

Description

Description

This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center – 09/11/15)

Pen and Ink Changes per Management's request (Okoro); dtd 08/05/2010 no change to title, series or grade. SWG

Based on CIS final determination, public trust indicator was changed from (PTI) Level 1 - Low Risk (1), on 08/06/2010. All current incumbents of this PD will be grandfathered in at previous security clearance level; only new incumbents to the PD will be required to have the above listed level of clearance. MBI / SF85P.

Industrial Hygienist, GS-0690-13
 PD# AAP0666
 Classified by Catherine Allen-Oakman, 09/22/1998

The position is located in ~~Team NB, Project Services,~~ **Environmental and Energy Branch**, Public Buildings Service Region 10. The incumbent serves as the Regional technical authority on environmental management and industrial hygiene activities such as asbestos control, abatement and monitoring, indoor air quality, radon, UST, hazardous **materials** ~~spills~~, lead based paint and issues associated with OSHA and EPA for new construction, building alterations, and lease acquisitions for the region. The incumbent also serves as the principle ~~ADA~~ **Accessibility sub-program** manager with responsibility for planning, directing, coordinating, evaluating and administering region-wide programs.

MAJOR DUTIES

Represents GSA on project teams and is recognized as the industrial hygienist and environmental technical authority on all environmental matters. Provides key input on policy development and associated implementation at the regional level. Serves as a key advisor on environmental issues to the Regional Administrator, ARA and other top regional management. Provides significant information to top management officials at the regional level who regularly seek his expertise on issues often of strategic importance to mission-essential goals or programs. The Incumbent serves as the primary point of contact ~~for OSHNEPA Area Directors and~~ Regional Industrial Hygienists, and provides expert advice to peer group within or outside the agency who also serve as environmental experts.

Provides leadership, expert assistance and authoritative advice on interpretation of governing policy in most major environmental program areas. Researches the most sensitive, complex or otherwise controversial issues, utilizing all resources available. In those frequent cases where existing agency policy does not cover the problem or issue under review, as is frequently the case, incumbent consults references such as United States Code, the code of Federal Regulations, correlative state laws, and other legal precedents which may be available; interprets these legal sources, and develops definitive policy recommendations based on extensive analysis. Findings and recommendations ensure the agency policy remains in conformance with ongoing governmental, Presidential and/or Congressional initiatives.

Researches new advances in Industrial Hygiene and applies experienced judgment to solve unusual problems where no regulatory standards exist, and/or no conventional remediation methods are available. Provides technical expertise to GSA personnel and is called upon to review and/or assess problematic or potentially controversial situations which are extraordinary, unique or otherwise contentious in nature.

Implements decisions made by higher level agency management officials, occasionally facilitating the work of other agency employees to accomplish desired objectives. Ensures that the decisions are reflected in legislative and policy proposals, in internal and external directives and subsequently, in organizational operating procedures.

As a technical authority, incumbent serves as a troubleshooter for program personnel on a diverse range of environmental issues, projects, or concerns requiring an overview of the total agency operation with respect to resolving significant, controversial and/or otherwise highly charged situations. As such, serves as a liaison to high-ranking program personnel within the region and/or National Office to convey information regarding program activities, and/or governing regulations as needed. Reviews and/or prepares highly technical reports and/or papers on important and extremely complex matters which influence not only the immediate work group, but which have widespread impact in terms of current and/or future programs.

Serves as the Contracting Officers Technical Representative (COTR) for environmental assessments on major GSA proposals prepared under contract. Has authority to accept or reject the technical aspects of the contractor's work.

Works with other recognized environmental experts, primarily external to the agency, to develop a coordinated approach to unique problems or areas in which GSA, other

Federal agencies or the private sector have previously not been involved or concerned.

Applies a wide range of qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects and systems. Reviews specific goals and objectives; monitors sequence and timing of key program events and milestones and evaluates overall program accomplishments and significant contributions in terms of agency goals.

Develops long range plans and recommendations as to the best methods to utilize to meet organizational goals, objectives and to adapt to changing needs based on knowledge of known and projected program or organizational requirements. Performs special assignments as directed, which may involve any phase of the assigned area of specialization and which frequently overlap into other related functional disciplines as well.

KNOWLEDGE REQUIRED BY THE POSITION

Mastery of the field involving the engineering and management aspects of identification, [storage](#) and cleanup of hazardous waste/materials when either released to or found in the environment. The incumbent is capable of applying new developments and experienced judgment to solve novel or obscure problems and make decisions or recommendations significantly changing, interpreting or [creating program processes and policy](#).

Professional knowledge of industrial hygiene concepts, principles, and practices applicable to the development of a wide variety of occupational health standards. Knowledge of toxicology, physiology, and biochemistry sufficient to understand and evaluate technical articles on the physical effects of toxic substances or harmful physical agents. In addition to technical knowledge, the incumbent will possess technical management skills necessary to coordinate agency / contractor resources sufficient to address multiple year cleanup efforts potentially involving the expenditure of millions of dollars.

Knowledge of analytical techniques and program evaluation principles with the ability to apply them to the evaluation of existing and/or proposed program plans.

Thorough knowledge of, and skill in selecting, adapting, and applying investigative methods and negotiating techniques in order to acquire the information necessary to critically analyze and evaluate the wide variety of factors associated with leases, renovations, new construction, site acquisition, and disposal actions and their impacts on the natural and human environment by implementing proper and adequate mitigation measures.

Knowledge of all applicable Federal, State and local environmental laws, Executive Orders, regulations and established environmental policy pertaining to the Public Buildings Act. The Incumbent will also have a thorough understanding of the ~~Americans with Disabilities Act and the Uniform Accessibility Standards~~ [laws and regulations pertaining to accessibility within GSA space owned or leased space](#).

Ability, skill, judgment to weigh alternatives and make recommendations on environmental matters having significant and/or controversial impacts to the development of community plans, project development, GSA, and other agencies programs.

Knowledge of, and skill in, written and oral communication techniques sufficient to clearly explain and describe problems and solutions to a diverse group of Federal, state, and local government officials and/or representatives, local interest groups, property owners, private developers, and the general public.

Ability to communicate with civic leaders, planners, Government staff members, and interested citizens in order to present the objectives of the PBS environmental program in a diplomatic way and obtain facts and advice required for the successful

accomplishment of the assigned mission.

SUPERVISORY CONTROLS

Works under administrative direction only, and is independently responsible for setting program priorities and ensuring fulfillment of courses of action to achieve goals. Completed work is considered technically authoritative and accepted without significant change. The supervisor is advised of controversial issues or other matters having significant program implications. Review is concentrated on the accomplishment of exceptionally demanding program objectives.

GUIDELINES

The guidelines are Federal laws, regulations, Executive Orders, GSA Handbooks, applicable state laws, technical references, and established precedents. Often these are ambiguous, contradictory and are not always specifically applicable to the properties, to the task at hand, or the information required. The incumbent is expected to be able to interpret the intention of the guidelines and must use judgment and ingenuity in applying them. For each case, the incumbent must exercise judgment to select the appropriate method and procedure. Broad judgment and considerable ingenuity is required to interpret existing technical information and prepare criteria not previously established.

COMPLEXITY

The employee provides expert advice and direction on a broad range of industrial hygiene activities and must treat problems for which available methodology is inadequate. For example, the employee may be called on to advise on the evaluation of unique health hazards resulting from mixtures of liquids, vapors,, dusts, and physical agents.

Assignments are multiple and are of such breadth, diversity, and intensity that they involve many, varied complex features. The work requires the incumbent to be especially versatile and innovative in adapting, modifying, or making compromises with standard guides (should they exist) and methods to originate new techniques or criteria.

SCOPE AND EFFECT

Work involves planning, developing and carrying out vital environmental programs and projects, typically involving the elimination or minimization of risk to human health or the environment, on behalf of GSA, part of which involves isolating and defining unknown conditions, resolving critical problems and development of expedited solution methods.

Often serving as consultant or project coordinator in situations where significant environmental issues exist, the incumbent provides expert advice and guidance to officials, managers and other engineers within or outside the agency, covering a broad range on engineering activities.

PERSONAL CONTACTS

Contacts are with the highest level of GSA directors and managers at the regional, field office and worker levels, National Office managers, technical staff members and managers from other Federal, state, and local agencies, civic leaders, organizations, special interest groups, members of the general public, landowners, developers, contractors, and legal counsel.

PURPOSE OF CONTACTS

Contacts are to render expert advice and assistance on difficult or unusual Industrial Hygiene issues, to report the progress and results of work, to exchange factual information, discuss problems with ~~OHSNEPA Area Directors~~ [regional and national](#)

counterparts and develop solutions in the absence of regulatory standards, to obtain additional data regarding particular assignments. Although contacts are generally cooperative, some contacts are made to persuade those with differing viewpoints to work together to reach consensus to accept and achieve amenability with processes under consideration and established regulations and policies.

PHYSICAL DEMANDS

The workplace is primarily an office setting. However, during field work the employee is required to carry extensive sampling equipment and may involve walking, standing, bending, climbing and crawling.

WORK ENVIRONMENT

Work is primarily performed in an office setting. During surveys and field work, the employee is subjected to all the risks and discomforts associated with work site activities, and may require the use of personal protective equipment. Examples include inspections of abatement work inside containments, surveys of UST excavations, surveys of elevated work surfaces, and entry into confined spaces.

Additional Description

Created By	SNA SBGopinadam, 9/11/2012 10:42 AM	Last Modified By	Patti Stengel, 9/11/2015 1:47 PM
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PD-04429

PD Information

PD Number	WW28828	Master	<input type="checkbox"/>
Position Title	Industrial Hygienist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	National Capital Region	Standard	Regional
Service/Staff Office/Region	PBS	Owner	SNA SBGopinadam
PD Status	Active	Series	0690
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Professional (P)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	Cybersecurity Data Element Code: 00
Legacy - Classified By	Christopher Raiford	Capstone Official	<input type="checkbox"/>
Classified By		Classified On	8/25/1994
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

NCC Designation: Non-Sensitive, Moderate Risk, T2 & T2S, MBI, SF-85P (03/03/16)

This position description is designated with a Cybersecurity Data Element Code 00, based on requirements in the Special Cybersecurity Workforce Project, OPM Memorandum dated 7/8/13. (National Classification Center, 03-03-2016)

INDUSTRIAL HYGIENIST GS-0690-13

Duties:

This position is located in the Environmental Management Branch, Safety and Environmental Management Division, Office of Real Property Management and Operations, Public Buildings Service, National Capital Region, General Services Administration. The purpose of this position is to eliminate, control or minimize chemical, physical and biological stresses in the workplace. The incumbent serves as a technical expert in industrial hygiene for the agency, with the responsibility for providing expert advice to field offices and agencies within the region. Results of work and recommendations provided are considered technically correct.

- Conducts inspections/surveys of worksites to observe work practices and environmental conditions for hazards to health and safety. Meets with supervisors, managers, union representatives and administrative personnel concerning the nature and purpose of inspections/surveys and work to be performed.
- Observes operations and conditions which could constitute potential health problems. Takes air samples, bulk samples, and cultures for contaminants suspected of causing health problems.
- Identifies and assesses the risk factor on health hazards, analyzes and evaluates industrial health findings and develops such changes in methods or procedures to control health hazards. Develops and implements internal procedures for immediate control of hazards when emergency situations arise.
- Develops and recommends controls and procedures to eliminate and minimize hazards associated with equipment, tools, furnishings and other items.
- Develops procedures to control and/or eliminate occupational health hazards, such as change in work procedures, ventilation systems, material substitution, or use of other chemicals when hazardous exposures are discovered.
- Develops criteria, procedures, and written regional guidance for the handling, labeling storing, using, transferring, and disposing of toxic and hazardous materials. Develops criteria and procedures for the procurement and use of protective clothing and/or equipment used to safeguard the health of employees engaged in hazardous type operations.
- Investigates health problems that arise among workers and determines corrective measures. Participates in accident investigations in GSA controlled facilities when potentially hazardous substances or unknown substances are involved.
- Provides expert industrial hygiene advice and technical assistance and guidance to employees, supervisors, managers, and other personnel on chemical, physical, and biological stresses in the workplace.
- Administers the industrial hygiene training program to include hazardous waste materials, management and control, safe work practices, etc.
- Evaluates field offices and other headquarters agencies within the region and provides feedback regarding their implementation of GSA's industrial hygiene and environmental policies and programs.
- Reviews or directs the review of the industrial hygiene and environmental portions of plans, specifications, and designs which are submitted by other divisions. The plans, specifications and designs are reviewed for accuracy and compliance with regulations and GSA policies. Approves or disapproves such plans, specifications, and designs, where the authority is vested in the branch chief.
- Performs field inspections of proposed projects to determine directive and design requirements. Inspects projects that are under construction to determine compliance with regulations and conformance to plans and specifications.

Factor I: Knowledge Required by the Position

Professional knowledge of industrial hygiene concepts, principles, and practices that enables the employee to serve as a technical authority and provides expert advice and direction on a broad range of industrial hygiene matters, including the conduct of the

most complex inspections.

Knowledge required in applying current advances and experienced judgment in solving complex problems which are not readily treatable by conventional methods.

Knowledge required to provide expert interpretations of published occupational health standards.

Knowledge required to research technical publications, and coordinate with related occupational health specialists to develop instructions, regional specifications, and field manuals/program guides for the use of agency personnel.

Knowledge required to evaluate testing laboratories to assure that they are adequately staffed and qualified to process data in accordance with legal requirements.

Knowledge and skill required to serve as an expert witness in contested cases.

Factor 2: Supervisory Controls

Supervisor assigns work in terms of overall objectives and provides assistance to the employee only on controversial matters of far-reaching impact.

The employee has independent responsibility for actions and decisions within the broad area of assignment and is responsible for planning and carrying out the assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of the established objectives.

Results of work, proposals, and advice rendered are accepted by the supervisor and others, and are recognized as technically authoritative in the specialty area.

Factor 3: Guidelines

Guidelines include Federal occupational safety and health standards and criteria documents, technical publications of professional associations and commercial organizations, agency manuals, directives and instructions, textbooks, and established practices. These guidelines are often inadequate for dealing with the most complex problems, such as hazards for which standards do not exist or for which established practices are not applicable. The employee is often required to adapt or modify established practices and develop new sampling techniques or research trends in controlling a particular hazard. The employee must keep abreast of new developments and research in occupational safety and health in order to disseminate pertinent information to management and agency personnel for necessary action.

Factor 4: Complexity

The employee must identify, evaluate, and recommend control measures for any type of health hazard to which workers are exposed.

The employee is responsible for providing expert advice and direction on a broad range of industrial hygiene activities and must treat problems for which available methodology is inadequate. For example, the employee may be called on to advise on the evaluation of unique health hazards resulting from mixtures of liquids, vapors, dusts, and physical agents. In addition, the employee is required to give advice and assistance with regard to experimental operations where protection of workers from hazards must be considered in the developmental needs for new products or processes. The employee is also responsible for gathering and disseminating new information for use by other agency industrial hygienists and safety personnel.

Factor 5: Scope and Effect

The primary purpose of the work is to provide expert advice and technical services in industrial hygiene matters to agency occupational safety and health personnel, to private employers, and to employee groups in the region. The employee is regarded as a specialist in the field, and will furnish advisory, planning, or reviewing services on various projects, problems, and programs. The work also may involve the development of criteria, procedures or instructions for agency activities. Thus the work affects the industrial hygiene inspection program on a continuing basis as well as the occupational health programs of agencies and private employers.

Factor 6: Personal Contacts

Personal contacts are with a wide variety of occupational safety and health professionals, as well as managers and employees of private businesses. Intra-agency contacts include area office directors and industrial hygienists, solicitors, and occupational health specialists in other regions and in the national office. Outside the agency, contacts include key officials and top scientific personnel from other Federal agencies, as well as State and local government officials. Other contacts are with management, contractors, labor representatives, physicians, employees and employers calling for advice, occupational health and related scientific specialists in other Federal agencies, and professional committees and boards.

Factor 7: Purpose of Contacts

Contacts are to render advice and direction on industrial hygiene matters arising within the regions, to provide guidance to agency offices, to gain compliance with published health standards, to give lectures on occupational health and the application of Federal health standards, to discuss technical issues, to resolve technical disagreements, and to conduct investigations involving serious health hazards. Contacts with contractors and agency management require skill and tact to overcome technical disagreements or to convince them of the necessity of certain control measures, particularly since control measures frequently result in higher costs and in delays to production schedules or mission accomplishment. The contacts help to justify, defend, negotiate or settle highly significant or controversial occupational health and safety matters.

In addition, the employee may serve as an expert witness in contested cases.

Factor 8: Physical Demands

Inspections require the employees to carry a considerable amount of equipment and involves extended periods of walking, standing, bending, climbing, or crawling during surveys.

Factor 9: Work Environment

During surveys, the employee is subjected to all the risks and discomforts associated with industrial activities of the agency. Plant inspections involve exposure to many hazards, such as toxic chemicals, high noise levels, and excessive heat. The employee is required to use a variety of protective equipment and clothing, including respirators, hardhats, and ear protectors.

Additional Description

Created By SNA SBGopinadam, 9/11/2012 10:43 AM

Last Modified By Cheryl Cato, 2/27/2018 1:10 PM

